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ATLANTA CITY COUNCIL

KEISHA LANCE BOTTOMS
COUNCILMEMBER, DISTRICT 11
ATLANTA CITY COUNCIL

55 TRINITY AVENUE, S.W.
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ATLANTA, GEORGIA 30303
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September 6, 2013

Council President Ceasar Mitchell
and City Councilmembers
55 Trinity Avenue, S.W.
Suite 2900
Atlanta, Georgia 30303

Re: Atlanta Commission on Women

Dear President Mitchell and Members of the Council:

It is my pleasure to appoint Ms. Kathy Ware to serve a two (2) year term on the Atlanta Commission on Women representing District 11.

Ms. Ware is a life-long resident in the City of Atlanta. Based upon her education and professional experience as a senior level executive, I am confident that she will serve the Atlanta Commission on Women with integrity and distinction. Her qualifications are attached for your review.

Sincerely,

Keisha Lance Bottoms
Atlanta Councilmember, District 11

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KATHY WARE

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SENIOR-LEVEL EXECUTIVE
OPERATIONS/SALES / STRATEGIC MARKETING
CEO, COO, DIRECTOR & VP EXPERIENCE

20 Years of Success in Developing and Executing Actionable Sales and Marketing Plans

Accomplished, results-driven Management Professional with a keen business acumen and a proven track record for turning around under-performing territories, developing top-producing sales teams and motivating them to surpass bottom-line objectives.

* Construction Consulting
* Strategic Planning & Implementation
* Region & Territory Expansion
* Multi-Level Sales Growth
* Contract Negotiation/Proposal
* Project Management
* Staff Development & Training
* Strong Negotiation Skills
* Contract Review
* Advertising & Marketing
* Strong Presentation Skills
* Client Development

HIGHLIGHTS OF CAREER EXPERIENCE

Athletes On The Rise, Inc , 2008-Present Non-Profit Organization

Responsibilities include evaluating and selecting vendors, supervising purchasing processes, and reviewing contracts and proposals. Directing maintenance staff, coordinating and supervising clerical staff to insure solid communication among staff members is paramount. Maintain the organization's budget to adhere to necessary changes in needs of the organization. Effectively communicate goals and visions. Organize and attend partnership meetings. Create Curriculum for year-long programming. Insure Implementation of the organization's program is maintained successfully, and insure the organization is in complete compliance of rules and regulations for all board and or governmental regulations.

Rosebud Hauling Company, LLC, 2006 – 2008

- Established Company from the ground up offering concrete, paving, demolition and hauling services for commercial and industrial construction jobs. Developed company as a household name within two years, generating revenue growth six times over.
- Identify and capture new business through skilled negotiations, extensive networking and by leveraging long-term relationships with key partners in the construction industry.
- Developed and implemented several high performance work systems currently utilized today. Continue to create rapid assessments and effective solutions to ensure all organizational goals are achieved.

Cascade Realtors, 2003 – 2006

- Served as Vice President of Operations for this Independent Real Estate Firm. Remained competitive in the market place despite a slowing economy securing over 90% of customers in actual closings.
- Launched a highly effective transaction processing system to evaluate agents, provide realistic appraisals and on-time closings.
- Successfully marketed services through several major advertising campaigns. Ensured premium placement in real estate magazines, billboards and local media announcements.

RE/MAX, 1990 – 2002

Visualized and launched the first major real estate office in the region and led a top-notch sales team to increasing sales volume from $4 million to $36 million.

- Established branch as the leading office in commissions and customer satisfaction while creating a premier presence in the marketplace.
- Directed sales force in qualifying and closing new prospects, including all contract procedures from initial to final execution.

KATHY WARE

PROFESSIONAL SUMMARY

Athletes On The Rise, Inc, Atlanta, GA
Executive Director

Responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the corporation Oversees all accounting functions necessary for auditing, budgeting, financial analysis, property management and payroll in accordance with generally accepted accounting principles, board policies and procedures, and all other applicable rules and guidelines. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for Athletes On The Rise, non-profit organization.

Rosebud Hauling Company, LLC, Atlanta, GA 2006 – 2008
Director of Operations
Oversee day-to-day company operations including all accounting, budgeting and P&L management. Ensure client contracts are in compliance with all policies and procedures. Regularly attend pre-bid conferences and prepare all estimates and proposals. Perform ongoing business development, staff recruitment, hiring and training. Evaluate staff members and ensure all schedules are in strict adherence.

Cascade Realtors, Atlanta, GA 2003 – 2006
Vice President of Operations
Provided strategic direction and developed a high-performance team of real estate agents. Originated all sales and marketing plans designed to capture new business and close multiple transactions. Implemented creative sales strategies and several promotional programs. Utilized a team-based management style in order to meet organizational goals. Directed and executed the following services: residential development, renovations, selling and leasing options.

RE/MAX, Atlanta, GA 1990 – 2002
Chief Operating Officer
Directed a wide scope of duties for this major start-up real estate office which included all budgeting, human resources, marketing, operations management, strategic planning and technology integration. Implemented check point systems for easy office compliance. Managed and trained all administrative staff in contract drafting, interpretation, negotiation and reviews.

AT&T, Atlanta, GA 1985 – 1993
Account/Payroll Analyst/Provisional Call Center Manager

Managed a large staff of representatives for an overflow call center servicing warranty items. Determined benchmarks and service level expectations. Maintained regular customer communication; updating them on analysis progress. Processed all payroll and invoices; successfully met all deadlines.

EDUCATION & TRAINING

Master of Public Administration (MPA Candidate) Expected: 2013
Capella University

Bachelor of Business Administration, Major: Management, Minor: Real Estate

Computer Skills: Delta Term, CMS, SNAPP, Proficient in Microsoft Suite, Excel, Project, PowerPoint and Outlook and Word; ArcGIS mapping software.

COMMUNITY & PUBLIC RELATIONS

Atlanta City Board Member
Community Board Member
Community Leader
PTA Leader
Tennis Player