

# Kelly Felder

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## Profile

KSF Solutions, Inc, was established 2008 to assist non-profit agencies (healthcare clinics, schools, churches, neighborhood centers, etc) with meeting their grant funding requirements.

Motivated and passionate with great interpersonal skills. Proven track record of six years as a successful Community Project Coordinator and Community Relations Specialist. Talent for quickly mastering skills that are set before me. Diplomatic and tactful with professionals at varied levels. Accustomed to handling sensitive, confidential records.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

## Education

*Springfield College of Human Services* Milwaukee, WI  
Bachelors of Science, Human Services (Currently Attending)

*Milwaukee Career College* (Highest Honors) Milwaukee, WI 2011  
Medical Coding and Billing Program (2010)  
ICD-9, CPT

## Skills Summary

Mandated Reporter (Certificate)	Microsoft Office City of Milwaukee	Accounting Front-Office Operations
Project Management	Landlord Training (Certificate)	Medical Terminology
Notary of Public		Certified Tax Preparer

## Employment History

Center for Quality Community Life, Inc. – Milwaukee, WI October 2013-February 2014  
Family Services Coordinator (Sub-Contractor) State of WI

- Provide Prenatal (PNCC and Child Care Coordination Services (CCC) to clients mandated by the Wisconsin Department of Health Services.
- Recruit, assist and enroll eligible clientele.
- Assist clients in applying for Medicaid, WIC and TANF
- Accurately maintain a case file for each client
- Develop initial and ongoing care plans.
- Assist the Clients with information on gaining access to medical, educational, social, vocational and other services related to their pregnancy, and infant care.

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- Provide postnatal Clients with the following services: regular Client contact through appointments, phone or home visits, identify Client care problems and collaborate with providers, WIC, nutritionist, mental health and AODA facility for Client referral.

Silver Spring Neighborhood Center – Milwaukee, WI  
Lead Facilitator (Celebrating Families Program) KSF Solutions, Inc.

August 2013-Ongoing

- Assist children and families to be healthy, responsible and addiction free.
- Provide families with AODA referrals, educational and outreach services.
- Provide a safe and nurturing place for participants (children and parents) to talk and explore their feelings and choices.
- Assist adults in creating their self-awareness and self worth.
- To decrease participants' use of alcohol and other drugs by increasing their knowledge of healthy living skills.
- Work collectively with family court systems that serve families impacted by addiction and alcohol use.
- Educate participants about chemical dependency as a disease and how it affects other family members.

Milwaukee Public School-Milwaukee, WI  
Parent Involvement Coordinator / KSF Solutions, Inc.

February 2008- February 2014

- Created and implemented educational programming for parents in Milwaukee Public Schools.
- Built a community relationship with 5 non-profit organizations (Washington Park Partners, Metcalf Neighborhood Association, LAND, Our Next Generation and Safe and Sound) for community growth in the 53208 zip code.
- Prepared monthly reports on the growth and development of parent involvement in two Milwaukee Public Schools. Prepared monthly reports for Madison Wisconsin regarding lead prevention and intervention within urban neighborhoods.
- Assisted families with community referrals and resource services for healthcare, job search, housing and educational services.
- Developed and implemented strategic marketing plans for community engagement.
- Organized and facilitated Professional Development Trainings for families.
- Organized and facilitated Community Health Fairs with school nurses inside of MPS schools with a 200+ turn out.
- Worked with Department of Public Instruction to review applications for non-profits applying for grants to fund educational based programs throughout the state of Wisconsin.
- Tracked and reported all engagements, cares and concerns daily through a parent tracking log.
- Worked with school and district social worker to develop a School Improvement Stabilization Plan to target problems and assist with mental and educational growth with families within MPS schools.
- Active liaison between school and community organizations.
- Provided resources for families for the betterment of their health, education and home based instruction for their children.

Progressive Community Health Center – Milwaukee, WI  
Lead Outreach Coordinator/ KSF Solutions, Inc.

January 2012-July 2012

- Created Lead Outreach Home visiting Protocols and Clinic Management Protocol for Progressive Community Health Centers.

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- Conducted educational home visits for pediatric patients with elevated lead levels. Provided finger stick testing, wet wash wiping (removing lead based paint from interior of windows, and community resources.
- Successfully completed finger stick training with City of Milwaukee Health Department.
- Worked with the City of Milwaukee Health/Lead Department and State of Wisconsin on childhood lead prevention projects.
- Created monthly reports for Environmental Protection Agency (EPA) and state of Wisconsin on development and progress of lead reduction throughout the City of Milwaukee.

Grass Roots Solutions – Milwaukee, WI, Minneapolis, MN

October 2012- January 2014

## Data Entry Manager- Contract

- Accurately processed background checks and personal information for more than 2,500 applicants and employees.
- Responsible for maintaining a confidential database during Presidential election campaign.
- Received special recognition on behalf of administration for outstanding professionalism and work ethic.
- Processed payroll for over 1,500 employees.

Philwaukee Investments, LLC – Milwaukee, WI

May 2006- Present

## CEO/CFO / KSF Solutions, Inc.

- Responsible for managerial duties of company: maintain the schedules, expected to work with or without supervision, as per demand of the task, fix executive meetings.
- Provide technical support when needed; conference calls, presentations, audiovisual projections.
- Quickly and effectively solve customer related challenges.
- Maintain quality control/collate data for financial reports.

## Volunteer Work

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Milwaukee Public Schools- Milwaukee, WI

Parent Engagement Consultant 2008 to Present

Head Start (Early Education Department) Milwaukee Public Schools- Milwaukee, WI

Policy Council Representative

✓ President 2013-2014

✓ Secretary 2012-2013

✓ Vice Chair 2011-2012

North Avenue Business Improvement District-Milwaukee, WI

Board Member 2010- Present

Main Street Milwaukee- Milwaukee, WI

Community Representative 2006-2012

## Clubs/Memberships

3041 North Upscale Urban Country Club

Member Milwaukee WI, St. Louis, MO