

***Kathryn A. Hein***  
*Milwaukee, Wisconsin*

***BACKGROUND***

A resident of the City of Milwaukee for over 25 years, I have lived on both the near west and south sides of the city. For over 20 years I worked in the local office of Congressman Jerry Kleczka serving initially as his District Director and then his Chief of Staff. During my tenure in the Congressional office I served the needs of a diverse constituency. I handled dispute resolution issues between federal agencies and constituents, and advocated on behalf of needs of citizens in the Congressional district. Currently as an Administrator at Marquette University I work with students placing them in internships in local government offices and in other non-profit agencies. In addition, as a board member of the Sixteenth Street Community Health Center I am committed to serving the needs of an underserved population.

***EMPLOYMENT EXPERIENCE***

2005-Present **Assistant Director, The Les Aspin Center For Government  
Marquette University, Milwaukee, Wisconsin**

- Developed a local Internship Program giving Marquette students an opportunity to receive academic credit while interning in government and non-profit offices.
- Recruit students to participate in the University's Washington Semester Program at the Les Aspin Center for Government
- Plan fundraising activities that allow scholarship opportunities for students

1994-2005 **Chief of Staff, U.S. House of Representatives  
Office of Congressman Jerry Kleczka, Milwaukee, Wisconsin**

- Managed a congressional staff of 18 with a \$1.2 million operating budget
- Handled mediation between federal government agencies and constituents.
- Organized and facilitated monthly town hall meetings, conferences, hearings and informational programs
- Represented the Congressman at functions. Drafted briefings, memos, reports and correspondence on his behalf

1984-1993 **District Director, U.S. House of Representatives  
Office of Congressman Jerry Kleczka, Milwaukee, Wisconsin**

- Restructured two congressional offices which included locating new facilities, hiring staff, and developing office procedures and policies
- Supervised a staff of 6
- Maintained the Congressman's district-wide schedule

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***EMPLOYMENT EXPERIENCE*** (continued)

1978-1983     **Office Manager, U.S. House of Representatives  
Office of Congressman Les Aspin, Washington DC**

- Initiated and monitored a casework procedures plan
- Supervised casework and clerical staff
- Managed office budget and payroll

1976-1978     **Director of Scheduling, Office of the Governor, Madison, Wisconsin**

- Initiated and supervised the Governor's state-wide schedule
- Advanced, briefed and staffed the Governor at appearances

***EDUCATIONAL BACKGROUND***

Graduate, University of Wisconsin – Oshkosh. Degree in Business Administration with emphasis in Marketing and Economics

Marquette University – Milwaukee. Post Graduate class in Dispute Resolution and Mediation

Milwaukee Police Citizen Academy Program 2008

Milwaukee Fire Department “Inside Look 2009”

***MEMBERSHIPS AND ACTIVITIES***

- Board of Directors, Sixteenth Street Community Health Center, Milwaukee, Wisconsin
- Member of Congresswoman Gwen Moore's Fourth Congressional District Academy Selection Board
- Member of the National Association of Retired Federal Employees