



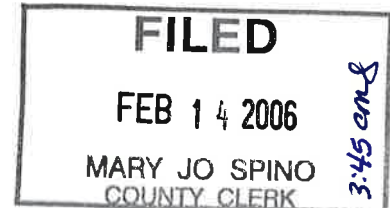
KATHERYN SHIELDS

JACKSON COUNTY EXECUTIVE

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET
KANSAS CITY, MISSOURI 64106

(816) 881-3333
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EXECUTIVE ORDER # 06-04



**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: KATHERYN J. SHIELDS
JACKSON COUNTY EXECUTIVE**

DATE: FEBRUARY 13, 2006

**RE: APPOINTMENT TO THE BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED**

I hereby appoint Erika Ramirez to the Board of Services for the Developmentally Disabled to fill the vacancy occasioned by the expiration of the term of Craig Heligman, for a term to expire December 31, 2008. A copy of Ms. Ramirez's resume is attached.


Kathryn J. Shields, County Executive

Date: 2/13/06



ERIKA RAMIREZ409 W. 46th St., Apt. # 8 Kansas City, MO 64112E-mail: eramirez@kchedc.org

Phone: (816) 645-8137 or (816) 221-3442

Summary of Qualifications

- Fluent in Spanish, along with extensive knowledge of Latin American countries & culture.
- Extensive experience in the development of business plans & models for businesses.
- Extensive experience preparing & analyzing financial statements & budgets for businesses & projects.
- Proficient in MS Office Suite & financial analysis using Excel.
- Strong analytic, quantitative, written & oral communication skills.
- Experience & training in board governance and operations.

Education

- Master's in Business Administration** *Graduation: December 2005*
Rockhurst University, Kansas City, MO
 Concentration in Finance & International Business
- Bachelor's of Science in Business Administration** *Graduation: May 2001*
Colorado State University, Fort Collins, CO
 Concentration in Organization Management

Experience

- Manager, Business & Economic Development** *2005-present*
Hispanic Economic Development Corporation, Kansas City, MO
- Manage & supervise the Business Development Program for a local Hispanic non-profit.
 - Assist Executive Director with fundraising & development activities.
 - Provide advocacy for Hispanic small businesses & strive to increase economic development.
 - Provide financial analysis & strategic planning for start-up & existing businesses.
 - Responsible for all departmental reporting to private & public funders, top management, board of directors, & interested stakeholders.
- Business Development Specialist** *2003-2004*
Hispanic Economic Development Corporation, Kansas City, MO
- Provided one-on-one technical assistance to aspiring & existing Hispanic small businesses, through business planning, marketing, regulatory compliance, MBE/WBE certification, finance, etc.
 - Provided relevant education to aspiring Hispanic entrepreneurs about business & strategic planning.
 - Designed & implemented educational materials for Hispanic entrepreneurs.
- Office Claims Representative II** *2001-2003*
Farmers Insurance Group, Olathe, KS
- Achieved a 70% success rate in the preparation of responses to inter-company arbitration filings for personal line insurance losses.
 - Documented & researched losses to ensure proper claim handling compliance with company, state, & federal insurance regulations.
 - Investigated & settled personal line liability insurance losses for customers & claimants.
- Student Director** *1999-2001*
Colorado State University, Fort Collins, CO
- Managed an \$117,000 budget for the student government & served as Controller.
 - Designed & presented leadership & diversity training for students & organizations.
 - Designed & implemented a Freshman Leadership Organization.

Affiliations and Community Service

- Secretary, Board of Directors for the Port Authority/Ameristar/Isle of Capri Casino Foundation
- Member, Board of Directors for the Northeast Chamber of Commerce
- Member, National Society of Hispanic MBAs

- Member, Lambda Theta Nu Sorority, Inc.