

MARY KATHRYN BARNES

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SUMMARY OF QUALIFICATIONS

A dedicated and enthusiastic professional with strong work ethic in the legal and non-profit sectors. Experienced in investigative research, statistical analysis, technical writing, project management, and event planning. Strong skills in administration, organization, decision making, and planning.

CONTRACT & COMPLIANCE ADMINISTRATIVE EXPERIENCE

PORT AUTHORITY OF KANSAS CITY – Kansas City, MO

Contract & Compliance Administrator/Compliance Officer, *August 2020 – Present*

Provide support to the Port KC legal department through drafting and review of various contracts, including real estate, vendor services, construction, events, and inter-party agreements. Also, serve as the compliance officer for Port KC by managing all of its current and future contract compliance programs through administrative support to the legal team and other staff as needed.

STINSON, LLP – Kansas City, MO

Matter Mobility Specialist – Information Governance Department, *January 2020 – August 2020 (Department Restructure)*

Responsible for producing a variety of work product related to matter mobility which includes matter mobility (on-boarding and off-boarding attorneys and clients, information security, ethical walls and legal holds. Able to work well with various law firm members including lawyers, paralegals, and staff members. Ability to maintain the highest level of respect, confidentiality and professionalism in the execution of duties.

Major Accomplishment:

- Rated top performer in the department for two consistent years - 2020.

Records Information Administrator – Risk and Compliance Department, January 2018 – January 2020

Accountable for complex analytical and interpretive tasks. Applies highly specialized technical skills as an independent worker under minimal supervision. Also, direct contact with both exiting attorneys and staff to coordinate the release of information from the firm's document and records management systems.

Major Accomplishments:

- Managed the off-boarding process for approximately 6,000 electronic client files – 2018.
- Nominated and Received Department's 4th Quarter Bonus - 2018.
- Coordinated the First quarter professional development session for the department - 2019.
- *Going the Extra Mile* Recognition – 2019.
- Received Department's Spot Bonus for exceptional performance - 2019.

- Self-Motivated with strong organizational skills and attention to detail.
- Professional excellence with a strong customer service orientation and exceptional work ethic.
- Able to manage competing priorities in a fast-paced environment.
- Independent thinking skills with a talent in problem solving and the aptitude to offer constructive opinions and creative solutions.
- A team player who motivates and educates other team members.
- Coordinates the off-boarding processes relating to all the firm's electronic documents.
- Communicates directly with exiting attorneys and staff to determine what actions are needed to meet deadlines and expectations within the firm's guidelines.
- Takes initiative to seek additional work projects.
- Identify ethical walls and the level of security to place regarding client matters.
- Maintains confidential information with discretion and sound judgment.
- Participate in professional development webinars.
- Assist with training new hires.

- Granted highest level document/data security.
- Continuing Records Education Taskforce, Committee Planning Member.
- Employee Resource Group, Member

YRC FREIGHT – Overland Park, KS

Contract/Pricing Analyst I – Pricing and Yield Management Department, August 2011 – January 2015

Examined consumer specific transportation contracts through analysis and development of customer specific pricing and yield improvement strategies that maximized revenue and profit. Assisted with the analysis of bids, opportunities and annual contract rate renewals. Also, contributed to ensuring pricing strategies were aligned with the strategic direction of the company.

- Coordinated daily pricing implementation activities and processes through development of relevant methods of evaluation, education, and training for those involved in the process.
- Made pricing decisions within established guidelines and parameters and under the direct supervision of the Pricing Manager.
- Performed high level analyses, including account-specific revenue and profitability, historical trends, root cause analysis etc. Made recommendations based on results and effectively communicated both results and recommendations.
- Partnered with internal and external customers to identify opportunities, problem resolution and process improvements.
- Measured and monitored revenue yield results of strategic and tactical pricing decisions.
- Retrieved and interpreted customer pricing agreements.
- Assisted in coordinating the implementation of profit improvement strategies. Conducted analysis on competitor based rates to identify potential areas of opportunity for pricing adjustments.

POLSINELLI SHUGHUART PC, Kansas City, MO

Paralegal - Docket Coordinator, October 2009 - November 2010(Rehire)

Coordinated the administration of a centralized, firm-wide calendar/docket management system, including developing and overseeing data entry protocols that ensured the accurate and timely input of all calendar items. Ensured that staff was knowledgeable and trained on court rules, legal procedures, firm defined docketing protocols, and specific client needs in order to effectively meet client service and raise management objectives.

- Responsible for database application administration for the Calendaring system.
- Provided in-depth direction regarding court filings, service of process, and court research to ensure compliance with federal, local, and other relevant jurisdiction procedures.
- Provided procedural research assistance and made recommendations regarding court rules, procedures, and other court calendar-related research to attorneys and support staff.
- Ensured that all calendar entries and related due dates were entered timely and accurately into the database system.
- Researched and respond to attorneys and or/support staffs' calendar questions and requests for modifications.
- Conducted presentations during new employee orientation on the docket the system process and how they could best utilize the tool based on their specific job functions.

MANAGEMENT EXPERIENCE

BENJAMIN BANNEKER CHARTER ACADEMY OF TECHNOLOGY – Kansas City, MO

Front Office Manager – Records, Registration, Attendance & Core Data, November 2015 – January 2018

Accountable for school operations while exercising discretion in the administration of the front office and over assigned duties. In addition, performed a variety of duties associated with the acquisition, management, analysis, and reporting of educational data. Collected and maintained student attendance information for Benjamin Banneker Charter Academy of Technology while meeting district, state and federal requirements relating to attendance including parent notification and preparing and distributing attendance reports.

Major Accomplishment: Increased parent satisfaction rating for the Front Office by 90 percent.

- Maintained student records (i.e. attendance, immunization, grades, transfer information).
- Greeted new students and provided the procedures on the registration process.
- Answered incoming phone calls to provide information regarding school hours, offered courses and enrollment and registration procedures.

- Provided leadership to the front office and maintains an effective position of authority in many school administration areas
- Excellent time management skills.
- Processed new student records, including transcripts from other schools and enter data into preset databases.
- Able to multi-task and thrive a very fast-paced work environment.
- Collected, compiled, analyzed report data (i.e. enrollment information, course grades, etc.)
- Developed reports from custom student data extractions to meet reporting guidelines.
- Furnished technical assistance on retrieval of student data.
- Responded to inquiries from teachers, students, and parents regarding attendance rules and absences.
- Compiled and submitted a variety of daily, weekly, monthly, and year-end reports.
- Communicated with parents, students, staff, etc. in person and by telephone or letter by providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Ensured accuracy of attendance records for the purpose of meeting state, federal and or district requirements
- Maintained a variety of attendance records, schedules and files (physical and electronic) for the purpose of documenting and/or providing reliable information.
- Updated automated student information system and prepared permanent student records and cumulative files.
- Completed a variety of duties associated with the acquisition, management, analysis, and reporting of educational data.
- Performed related work as required.
- Traveled to the CR Inform Conference for MMS Database Users *Harrisburg, PA*, Missouri Charter Schools Conference *St. Louis, MO* and the Homeless Youth Student Conference in *Orlando, FL* – 2016 for additional training and skills development.

EDUCATION

Bachelor of Arts in Political Science, CLARK-ATLANTA UNIVERSITY, Atlanta, GA

CIVIC LEADERSHIP AND COMMUNITY INVOLVEMENT

Alpha Kappa Alpha Sorority Inc., Beta Omega Chapter, (Community Service Organization), Member 2005 – Present

Executive Board Member 2012-2014

Corresponding Secretary 2012-2013

Debutante Ball Publicity Chair 2012 & 2014

Emerging Young Leaders Initiative Chair 2011-2014

Awesome Ambitions Girls Empowerment Organization, Board of Directors 2017 - Present

The Boone Tabernacle Church of God in Christ

Women's Department Executive Committee 2008-Present

Children's Church Volunteer 2007-2012

Greater Kansas City Chapter of Links, Inc. (Community Service Organization), Member 2012 - Present

Executive Board Member 2013-2015, 2017 - 2020

Recording Secretary 2014-2015, 2017 - 2020

Niles Home for Children, Board of Directors 2013 – 2016