

# Kathleen Claire Lance

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## EXPERIENCE

### N.C. Department of Environmental Quality-Raleigh, NC

2012-Present

#### **Special Assistant to Secretary, Office of the Secretary (2018-Present)**

- Manage all executive level support for the Secretary of the N.C. Department of Environmental Quality, and the administrative support for the Senior Executives within the Secretary's Suite who collectively oversee approximately two billion dollars in assets, 1,600 employees and seven regional offices across the State of North Carolina.
- Manage the structure of the Secretary's daily calendar, serving as the team lead for the Secretary's scheduler, communications/advance staff and associated administrative staff to effectively execute meetings, travel, events and associated logistics.
- Manage the daily briefing book for the Secretary.
- Provide budget oversight to Secretary's Office travel expenses and purchasing based on state policies and procedures.
- Serve as the primary liaison for meetings and logistics with the Governor's office, cabinet agencies and corporate executives.
- Serve as the Secretary's travel aide, managing the Secretary's 100 County N.C. Strategy.
- Coordinate a range of special projects engaging with executive-level business leaders and elected officials.
- Provide the senior leadership team and the Secretary with advice and counsel for implementation of post-meeting assignments and projects.

#### **Executive Assistant to Secretary, Office of the Secretary (2017-2018)**

- Identified process improvement opportunities and worked with senior management to implement changes promoting organizational efficiency and cost-effective savings of department resources.
- Provided executive support to the Secretary ensuring timeliness and accountability of scheduling and logistics.
- Managed assignments within the Office of the Secretary to ensure effective day-to-day operations.
- Provided backup executive support to Chief Deputy Secretary, Assistant Secretary for the Environment, Communications Director, Legislative Director and Senior Advisor for Policy and Innovation.

#### **Administrative Secretary to the Director, Division of Waste Management (2013-2017)**

- Led administrative support to the division director, deputy division director, budget officer, human resources manager and public information officer.
- Liaised between the division and the department regarding policy and procedural updates for travel, purchasing, IT and regional offices.
- Planned meetings and trainings with stakeholders in the public, private and federal sectors.
- Coordinated special projects with financial, HR, IT and legislative offices.
- Ensured cash management activity was handled per the established cash management guidelines.

#### **Temporary Office Assistant to Section Chief, Division of Waste Management (2012-2013)**

- Provided administrative support to section chief, three branch heads, and central office staff.
- Coordinated special projects, displays, training and informational materials for the section.
- Conducted annual fixed asset inventory for section items statewide.

### Arc of Hunterdon County-Annandale, NJ

2008-2012

#### **Interim Vocational Coordinator, Employment Solutions (2012)**

- Supervised two Employment Specialists.
- Organized all competitive employment opportunities for clients.
- Facilitated communication between employers, vendors, clients, state agencies, school systems and families.
- Appraised performance, fielded complaints and provided problem resolution.
- Managed confidential client information.

#### **Employment Specialist, Employment Solutions (2008-2012)**

- Assisted clients achieve personal and vocational goals through job placement.
- Coached interview skills, professional attire and appropriate workplace demeanor.

- Exemplified a professional, knowledgeable image for the organization.

## **EDUCATION**

### **Elon University-Elon, NC**

Bachelor of Arts, Political Science; Minor, Anthropology

Elon University Poll, Model United Nations, N.C. Student Government

**2008**