

KATHLEEN A SMITH

4903 Lancaster-Circleville Rd. SW
Lancaster, OH 43130
Cell: 740 503-4977
Email: kasm1@att.net

EDUCATION

DEVRY UNIVERSITY	Associate of Applied Science in Web Graphic Design
COLLEGE OF PREVENTIVE MEDICINE, OSU	Masters of Public Health
COLLEGE OF VETERINARY MEDICINE, OSU	Doctor of Veterinary Medicine
COLLEGE OF AGRICULTURE, OSU	Bachelors of Science in Agriculture, Animal Science

TECHNICAL SKILLS

Web Design - HTML, CSS, Editing, optimizing & preparing images for web-based delivery using Photoshop. Understanding of web user interface, web page conceptualization, SEO, responsive design, CMS and WYSIWYG editors. Current focus is WordPress. Familiar with Mail Chimp, Dropbox and online surveys using Survey Monkey.

Software Applications - Proficient in MS Word, Outlook, Excel, Publisher, Adobe Acrobat and PowerPoint; Experienced in conducting trainings, creating detailed spreadsheets and conducting descriptive analysis of datasets using Excel

BUSINESS SKILLS

- Excellent Written & Verbal Communication Skills
- Medical, Public Health and Veterinary Vocabulary
- Leadership & Staff Management Experience
- Task Oriented and Self Motivated
- Experienced Team Player
- Budget Analysis & Management
- Write Reports & Administrate Grants
- Extensive Phone Consultation Experience
- Conduct Research
- Group Facilitation
- Problem Solving
- Contract Reviews

PROFESSIONAL EXPERIENCE

WEB CONTENT CONSULTANT

Various Entities

Lancaster Ohio
January 2014 - current

- In 2014, I began working on several websites for small business and organizations who needed simple web solutions – those that they potentially can maintain themselves. Since 2017, I worked for Rods Western Palace preparing and uploading detailed product spreadsheets.

OHIO DEPARTMENT OF HEALTH

Bureau of Infectious Diseases

Columbus Ohio

State Public Health Veterinary Administrator

August 1988 – December 2012

- Subject matter expert for the Department's Zoonotic Disease Program web pages. Wrote webpage content and program reports using Word, InDesign, Acrobat Pro and Publisher.
- Phone consultant to local health departments, other state and local agencies, veterinarians and physicians on zoonotic diseases (diseases that are transmitted from animals to people).
- Collect and analyze data for zoonotic disease epidemiological investigations involving humans and animals. Data is used to target prevention efforts and to evaluate interventions.
- Provide internal and external training on zoonotic diseases, write web and print reports, grants, and media articles.
- Manage staff, budgets, and function in a team environment.

PICKAWAY COUNTY HEALTH DEPARTMENT

Health Commissioner

Circleville, Ohio

February 1987 – July 1988

As the overall administrator of the County Health Department, I was responsible for staff and programs, including Child and Family Health Services clinics, Women, Infant and Children (WIC) nutrition program, Environmental Health and Vital Statistics. I managed 10 employees and a budget of \$500,000.