



RESUME OF:

Kathleen Subry

EDUCATION:

Associate of Applied Science - 2000

EXPERIENCE:

- 1998-Pres Secretary/Treasurer of RLS Consultant. Full Charge Accountant providing accounting services for many clients. Clients include BL Felton Construction, Keven Wood Construction, The Third Element Electrical Contractor, Rocky Mountain Church of Christ, South Hills Church of Christ and Landaire Sales Corporation.
- 2000-2015 Full Charge Accountant for the Montana Electrical Joint Apprenticeship Training Center. Duties included accounting for the Journeyman Upgraded Fund, The JATC General Fund and for a major grant from the Department of Labor. This position included the preparing of all governmental payroll reports, labor reports and immigration reports. Accounting included the preparation of all union reports for the Eight District.
- 1991-1997 Office Manager for Gibson's Retail Store. Duties included the preparation of all corporate reports, closing all tills at the end of the business day, preparing employee reports for the store manager and managing office personnel.
- 1987-1990 Owner/Manager of Union Market. Duties included accounting for all store revenues and expenses, ordering store products, controlling store inventory, controlling store accounts receivables and managing store personnel.
- 1978-1980 Manager of the Circle K Store in Townsend.
- 1975-1977 Waitress at the 4B's Restaurant in Havre Montana
- 1973-1975 Parking Enforcement Officer in Havre Montana

EDUCATION:

- 1997-2000 Associate of Applied Science Degree: Attended the Helena College of Technology of the University of Montana and earned a bookkeeping certificate and an associate's degree in accounting.