



## NATIONAL WOMEN'S BUSINESS COUNCIL



ADVISORS TO THE PRESIDENT,  
CONGRESS AND THE SBA

### Katherine E. Stanley Operations Manager



Katherine E. Stanley is the Operations Manager for the National Women's Business Council. At the Council, Ms. Stanley is responsible for monitoring the Council's budget, managing accounts payable and receivables, and preparing monthly reports on the Council's financial status. She also provides staff support on administrative policies and procedures, maintains the Council's database and office files, coordinates and assists with the preparation of Council meetings, and works directly with the Interagency Committee on Federal Advisory Committee Management.

Previously, Ms. Stanley served as a Program Associate for the District of Columbia's Department of Health, HIV/AIDS Administration, where she was responsible for developing and managing the "Conditions of Awards" grant calendar. In this position, she created a tracking system for high-priority items and incoming correspondence that required immediate responses.

Ms. Stanley also has served as a Program Analyst for the Fannie Mae Corporation where she coordinated the Enterprise Systems Management's office area and grouped department teams according to the services they provided to their clients. Ms. Stanley also was responsible for tracking requisitions, coordinating

changes to Fannie Mae's Operations space database, researching and preparing incentive reports for the Staff, Transaction, Operating and Procurement Shop (STOP Shop), a division of the Enterprise Management System.

Ms. Stanley also has served as a Program Analyst and Events Coordinator for WPI (formerly Waste Policy Institute). At WPI, she managed on-site activities for the EPA's 1999 and 2001 Waste Testing Quality Assurance Conferences (WTQA), each of which included more than 400 participants. Ms. Stanley composed confidential correspondence and reports regarding marketing, personnel, and core operations; assisted with correspondence for the EPA's Global Warming and WTQA conferences; and arranged travel itineraries for invited speakers. Finally, Ms. Stanley conducted research on global warming and environmental national events for the EPA's Global Warming calendar.

Ms. Stanley earned her Bachelor of Science in Organizational Management at Columbia Union College, Takoma Park, Maryland. She is a Certified Travel Consultant (CTC).