



Katherine E. Stanley Administrative Officer



Katherine E. Stanley is the Administrative Officer 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. She also handled confidential personnel matters and researched material needed for meetings.

Ms. Stanley has also 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 was also 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 has also 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 over four hundred participants). Ms. Stanley composed confidential correspondence and reports regarding marketing, personnel and the core operations, assisted with correspondence for the EPA's Global Warming and WTQA conferences, and arranged travel itineraries for the invited speakers. Finally, Ms. Stanley also 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. She is a Certified Travel Consultant (CTC).