

# Kelly Keul Duer

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## Overview

Resourceful, highly adaptable professional and innovative problem-solver with a proven track record in animal welfare; a reputation for being focused on process improvement.

## Skill Highlights

- Program development
- Data analysis and process improvement
- Technical writing
- Process automation
- Event management and fundraising
- Establishing priorities in high-stress situations
- Experienced instructor and public speaker
- Program development
- Public relations, marketing and branding
- Budget development, analysis and management
- QuickBooks, Photoshop, and Microsoft Office
- Working with pets in stressful environments

## Experience

### Senior Outreach Specialist, Maddie's Fund

As Foster Care Specialist for Maddie's Fund, Kelly's focus is on helping shelters and rescue organizations keep people and pets together and maximize pet welfare through the implementation of robust foster care programs. Her role includes creating and providing training for organizations and their foster coordinators, writing, assisting with research on foster care and consulting with shelters. Her work with foster care and marketing has been featured in many national publications, websites and networks, including Animal Sheltering magazine, the Huffington Post, Best Friends magazine, BarkPost, Catster Magazine, [iheartdogs.com](http://iheartdogs.com) and HuffPost Live.

### Foster Expansion Coordinator, Austin Animal Center via Maddie's Fund    January 2017 to December 2017

Coordinates a study of the effects of foster care on the length of stay and behavior of medium and large shelter dogs in seven shelters nationwide. Assisted in designing study protocol, creating graphics and documents to detail the data collection process; visited each shelter location to provide training to staff and gain an understanding of each organization's individual culture. Manages diverse group of foster coordinators in collecting and organizing all relevant data and adhering to study timeline. Designed and conducted (4) four-day-long Medium and Large Adult Dog Foster Apprenticeship training sessions at Austin Animal Center for over 50 foster coordinators and shelter administrators from shelters across the country.

### Office Manager, Cameo Kitchens, Inc.

July 2003 to December 2017

Manages bookkeeping, payroll, insurance and procurement. Identifies and collects data in order to recommend and implement process improvements. Works with team to select, train and supervise employees. Develops and communicates company policies in writing. Creates and administers the company's advertising and social media pages, such as Facebook, Houzz and Pinterest. Photographs finished kitchens and writes text for social media and print publication.

**Special Education Teacher, Fairfax County Public Schools**

**August 1999 to July 2003**

Taught special education classes for 4<sup>th</sup> through 6<sup>th</sup> grade students who had a wide range of disabilities, including learning and emotional disabilities, developmental delays and autism. Duties included assessing academic performance, meeting with parents and school staff to develop Individualized Educational Plans, creating individualized plans for learning, designing and implementing behavioral modification systems based on positive reinforcement, managing two teachers' assistants, and making accommodations for the students' disabilities in general classes so that they could participate to the fullest.

**Education**

**James Madison University**

**September 1994 to December 1998**

Bachelor of Arts in Psychology with a minor in Special Education.