



Kate Burke-Rosales

ADMINISTRATIVE PROFESSIONAL

CONTACT

(440) 867-4281
Kate@RosalesTeam.com
Rock Creek, OH 44084
Linkedin.com/in/kate-burke-rosales

EDUCATION / CERTIFICATES

CLASS SPEAKER
Leadership Ashtabula County

AIRPORT CERTIFIED EMPLOYEE
American Association of
Airport Executives

NOTARY PUBLIC & REMOTE
ONLINE NOTARY
State of Ohio

CERTIFIED BOOKKEEPER
QuickBooks

LOGISTICS
U.S. Army Transportation
School

INFORMATION PROCESSING
Auburn Career Center

ORGANIZATIONS

SECRETARY
Trumbull Township Board of
Zoning Appeals
2022 - Present

SECRETARY
St. Mary Parish Council
2019 - 2021

MEMBER
VFW Post 4953
2017 - Present

PROFILE

Highly organized professional, efficient and action oriented with strong business acumen and problem-solving skills.

PROFESSIONAL EXPERIENCE

AIRPORT ADMINISTRATOR

Northeast Ohio Regional Airport | Jefferson, OH | Aug 2019 - Present

- Airport Manager duties include:
Plan, direct, and coordinate the operations, construction, and maintenance of airport facilities in accordance with local, state and federal government laws, rules, regulations and policies; Oversees airfield equipment inspections, facility maintenance, aircraft refueling, hangar lease agreements, snow removal, issue NOTAM's, and airfield upkeep to ensure clean and safe environment; Recommends, develops, and implement airport policies and procedures; Consults with Board President, Board Trustees and government officials concerning such matters as development of land and facilities; Maintains Federal AIP Grant Funding, ODOT Funding, ALP, and CIP's while developing and updating other FAA required manuals and plans; Ensures FAA and ODOT compliance; Attends and participates in airport executive conferences and consortiums; Active industry supporter of Advanced Air Mobility (AAM).
- Bonded Treasurer/Fiscal Officer duties include:
Budget preparation and long-range planning while monitoring expenditures to ensure proper and efficient management of funds; Four years of clean Ohio State Audits with no findings or recommendations; Grant writing and administration, accounts receivable, accounts payable, and payroll; Maintains 100% accountability for public funds.
- Authority Secretary duties include:
Primary Liaison between numerous key decision makers for creating a smooth transition between all parties; Organizes and facilitates board meetings providing official Meeting Minutes; Record Retention Compliance Officer; Coordinates strategic event planning and volunteer coordination; Aviation Education Initiative (AEI) student and public outreach, engagement, and program development; coordinate conference travel and lodging.

MOBILE & ONLINE NOTARY and SIGNING AGENT

Rosales Signing Service, LLC. | Ohio | Feb 2018 - Present

Mobile Ohio Notary Public and Remote Online Notary; Certified LLS & NNA Loan Signing Agent; Licensed and Insured and maintains an annual background check; Field Inspector, Fingerprinting, and Courier Services; Mobile scanning capabilities ensure immediate scanbacks delivering a flawless closing.

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PROFESSIONAL REFERENCES

JOHN MORRISON
Complete Energy Services, CEO
(814) 590-3272
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J.P. DUCRO
Ashtabula County
Commissioner
(440) 576-3757
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KELLI JONES
Leadership Ashtabula County,
Executive Director
(440) 344-0457
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DAN ELLENBERGER
University Hospitals, EMS
Director
(216) 789-7201
daniel.ellenberger@UHhospitals.org

NICOLE BRYAN
Michael Baker International,
Consulting Engineer &
Construction Manager
(330) 730-4971
nicole.bryan@mbakerintl.com

MOBILE & ONLINE NOTARY and SIGNING AGENT - Continued

- Services include:
Sale and Purchase Signings, Refinance Signings, HELOC, Loan Modifications, Trusts, Power of Attorney, Titles/Bill of Sale, Marriage Licenses, Living Trusts, Refinancing & Mortgages, Acknowledgements, Jurats, Affidavits, Healthcare Documentation/Living Wills, I-9 Forms, wedding ceremonies and more.

DIRECTOR OF CORPORATE FINANCE

Aqua Doc Lake & Pond Management | Chardon, OH | Sep 2015 – Jun 2019

Directed company financial activities to ensure strong fiscal standing throughout five branch locations; Built reports and distributed calculated funds to various departments while implementing company financial policies; Prepared and outlined complex models into simple terms that others could work with; Created usable budgets for the business, including evaluating the needs of each department in the long term; Hired and lead the financial administrative team; Managed A/R, A/P, the collection process, purchasing and inventory adjustments, and the preparation and execution of contracts; Coordinated with other departments to maintain work flow efficiently and effectively; Utilized mathematical, analysis and creative skills to develop solutions; Followed accounting principles, laws, and best practices; Oversaw audit and internal control operations.

MEP DRAFTSMAN

WHS Engineering | Cleveland, OH | Sep 2013 – Sep 2015

Prepared clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for MEP projects, utilizing CAD; Prepared MEP Shop Drawings, Plans, Section, Schematic Diagrams, Schedule of Equipment, and Equipment Installation Details; Made final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; Utilized knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings; Conferred with customer representatives and clients to review schematics and answer questions pertaining to installation of systems.