

RESUME OF

EILEEN G. KEEGAN  
119 FRANKLIN ST.  
STONEHAM, MA  
438-2597

EXPERIENCE: 8/85 - Present - Budget Administrator  
Commonwealth Of Massachusetts  
Division Of Employment Security  
Charles F. Hurley Building  
Boston, Massachusetts, 02114

Directs and Coordinates the development, preparation and implementation of the Employment Service's \$23 million operating budget and also overviews the \$36 million Unemployment Insurance Budget.

Responsible for integrating the Division's policy initiatives with its available resources. Monitors cash flow to assure that the agency can meet its goals and obligations to provide unemployment benefits and employment services to unemployed residents of Massachusetts.

10/80 - 8/85- Director of Youth Programs  
City of Cambridge  
Employment Resources, (Formerly EMHRDA)

Develop, implement and monitor the delivery of employment and training programs for youth residing in the ERI 20 community service delivery area. Plan design, and operate a 2.4 million dollar Summer Program including, screening, hiring and supervising 60 staff. Prepare fiscal budget and monitor fiscal resources to assure that expenditures are acceptable and within budgetary limitations. Negotiate specific terms of training contracts/agreements. Assume responsibility for audits of Special Projects/training contracts. Prepare and compile complex fiscal and statistical reports on a regular basis. Deals with contractors in reconciling cash, expenses and processing purchase requisitions and vendor payments. Develop twenty-five hundred summer youth jobs for youth selected to participate in the Summer Youth Employment Program. Oversee weekly payroll for 1700 summer youth participants.

79/80 Program Review Specialist/Assistant Planner  
City of Cambridge  
EMHRDA

Gathered and summarized data, reports and information in the process of conducting reviews of Consortium Training Programs to determine programmatic needs and requirements for future programming. Prepared and assisted in data preparation for Special Grants and planning documents.

76/78 Procurement Administrator  
City of Cambridge  
EMHRDA

Preparation of bids, requests for proposals, specifications

(Con't)

EXPERIENCE:

and purchases orders. Negotiate with potential vendors responding to RFP. Screening, Negotiating and acquisition of all property, equipment and office space. Interpret Federal grantor agency regulations and pertinent documents for staff auditors and state personnel.

74/76 Contract Review Specialist  
City of Cambridge  
EMHRDA

Review On the Job training contracts for conformity to CETA Policy. Conducts audits to assure that contractor costs are within budgetary limitations. Develops and executes individual work programs, conducts interviews, observe program operations, designs and prepares reports summarizing results. Proposes strategies for attaining compliance, once corrective action has been given and follows up to ensure implementation.

71/74

Additional positions held in the City of Cambridge  
Payroll Specialist for 400 Title I and VI employees.  
Assistant Librarian. Vocational Counselor for youth.  
Consultant - Model Cities.

Community Involvement

Corporate Board Member for the Cambridge Family 'Y'  
State Office of Children, Proposal Review Committee

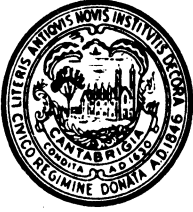
Past Community Involvement

Elected to Model City Board of Directors and served two years. (1971-1972).

EDUCATION:

1969-1971 Graduate of Bryant & Stratton Junior College  
Data Processing, Business Administration

1965-1969 Cambridge Rindge and Latin High School



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
TEL. 498-9011

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

April 7, 1986

RICHARD C. ROSSI  
Deputy City Manager

To the Honorable, the City Council:

Please be advised that I have appointed Eileen G. Keegan as Director of Community and Youth for the Department of Human Services, replacing Mark Hinderlie who has resigned to accept a position with United Way. Ms. Keegan's resume is enclosed.

Very truly yours,

Robert W. Healy  
City Manager

RWH/b

Agenda Item No. 5 A-37

Re: appointment of Eileen G. Keegan as  
Director of Community & Youth Services for the  
Dept. of Human Services.

In City Council,

April 7, 1986

*Placed on file*