

The
PROFESSIONAL VITAE

of

KAREN RASMUSSEN

PERSONAL INFORMATION:

NAME: Karen Rasmussen

BUSINESS ADDRESS: WESTERN VOCATIONAL SERVICES, INC.
101 South Hastings Avenue
Hastings, Nebraska 68901

Phone No. (402) 463-6987, Ext. 210
FAX No. (402) 463-6992
Cellular No. (402) 694-1946
E-Mail karen@hultine.com

EDUCATIONAL BACKGROUND:

December 1993 Bellevue College
Bellevue, Nebraska
(Bachelor's Degree in Human Resource Management)

Hastings College
Hastings, Nebraska
(Business/Accounting)

Grand Island School of Business
Hastings College
Hastings, Nebraska
(Accounting Degree in Human Resource Management)

PROFESSIONAL EXPERIENCES:

1996 - Present

Western Vocational Services, Inc.

Job Description:

* Consultant

- Provide job placement services for various providers
- Process Medicaid and private insurance billings for services provided
- Assist with drug testing for Federal Probation and Pre-trial system
- Act as Rehabilitation Counselor for workers' compensation clients
- Act as Job Placement Specialist for works' compensation clients
- Provide job placement and exploration opportunities to local high schools for special education students
- Complete labor market surveys
- Process monthly billings Federal Probation and Pre-trial system
- Develop and implement rehabilitation plans

2002-Present

Fiduciary, Inc.

Job Description:

*Co-Director

- Provide guardianship, conservatorship, power of attorney and payee services to individuals who are not able capable of managing personal affairs
- Work with tax preparer professionals to complete individual client tax returns
- Work with Health and Human Services, Veteran's Administration and Social Security to maximize benefits available
- Prepare and present required reports to court systems
- Interface with medical professionals to assure that individual needs are being met
- Work with private insurance companies to assure maximum benefits are being received

1996 - Present

Tri-Star, Inc.

Job Description:

* President

- Managed trucking business,
- Negotiated contracts with local ethanol plants to transport products,
- Provided accounting services to farmers, including required reports for tax return preparation and banking matters,
- Managed wooden pallet contract with large manufacturer of grain bin storage,
- Consulted with various human service agencies regarding Federal Dept. of Labor laws, i.e., Sheltered Workshop Certificates.

1992 - 1996

Goodwill Industries

Job Description:

* Rehabilitation Director.

- Managed rehabilitation training programs for persons with disabilities; created community-based employment opportunities; managed “in-house” sheltered work program; implemented services and systems to achieve CARF accreditation.

1990 - 1992

Mid-Nebraska Individual Services

Job Description:

*Fiscal Director.

- Managed accounting activities for program covering 22 counties in central Nebraska; managed budgetary and payroll processes; member of quality control team monitoring services to persons with disabilities.

1985 - 1990

Martin Luther Homes of York and Hastings

Job Description:

* Administrator.

Supervised 60+ staff providing residential and day-training to persons with disabilities; assured

constant compliance with state and federal regulations to maintain licensed status.

1980 - 1985

Developmental Services Corporation

Job Description:

*Owner/Co-Director.

- Managed residential and day-training programs for persons with disabilities; developed and implemented accredited program for staff training.

1971 - 1980

Mid-Nebraska Mental Retardation Services

Job Description:

* Regional Accountant.

- Managed accounting activities for program serving 300+ clients.

*Regional Director.

- For six months during selection process.

PROFESSIONAL CERTIFICATIONS:

Nebraska Workers' Compensation Court
Vocational Rehabilitation Counselor, VRC #355

Nebraska Workers' Compensation Court
Job Placement Specialist, JPS #339

Nebraska Department of Education - Nutrition Services
Child and Adult Care Food Program

ACCOMPLISHMENTS:

2005-2006 Serving as steering committee Chairman for National Lutheran School Accreditation- Central Nebraska

2004 Worked with U.S. Probation office to develop monthly billing system

2003 Became certified provider for Ticket to Work, Social Security Administration

2002	Published article with American Association on Mental Retardation: <u>Out of the Darkness and Into the Light</u> , chapter 12.
1999-2000	Co-directed Workforce Investment Act services in greater Nebraska; serving about 1,200 clients
1997 - 1998	Placed record numbers of individuals with disabilities into competitive employment in central and western Nebraska.
1998	Established work enclave for people with disabilities; this was in an integrated, factory setting in South Central Nebraska.
1998	Established work skills assessment sites that were community-based for persons with disabilities.
1994	Developed Human Rights Council for Goodwill Industries.
1993-1999	Served on Board of Directors for American Association on Mental Retardation, Nebraska Association
1985 - 1988	Surveyor for National Accrediting body; Commission on Accreditation of Rehabilitation Facilities (CARF).
1983	Consulted with State of Iowa, Pottawattamie County, to develop and implement Independent Living Services to persons with disabilities.
1980	Developed first “scattered-site” HUD Housing Project in Nebraska for persons with developmental disabilities.
1979	Published article, “Establishing an Effective Human Service Agency Cost Accounting System”, in Region IX-X Monograph.
1975	Consulted with Nebraska Department of Welfare to develop and implement a statewide billing system for units of service to persons with mental retardation.
1973	Authored Bookkeeper’s Manual for Mid-Nebraska Mental Retardation Services.