

Catherine M. Cosgray
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OBJECTIVE | To work with residents and board members and to listen and create a community for all residents to enjoy.

EXPERIENCE | **ACCOUNT CLERK 2 WALTERS STATE COMMUNITY COLLEGE**
MAY 1, 2012-MAY 1, 2018

Complete web control reports, assist in accounts receivable, filing, answer phones, assist students, customer service, create spreadsheets, collections of student accounts, write offs procedures, manage repayment schedules, manage outstanding checks, back up cashier, complete check logs, mail, bank deposits, assist director, month end reconciling, reconciling agency accounts, unclaimed property due diligence

BUSINESS LIAISON MICHIGAN WORKS!
JUNE 1, 2000 – JUNE 1 2011

Assisted businesses with obtaining employees, wrote on-the-job contracts for training employees, worked with Chamber of Commerce's and Economic Development Leaders. Obtained certification as a Business Professional through Michigan State University, Assisted with the retention and the creation of new business opportunities in a 3 county area in Northern Michigan.

STATE REPRESENTATIVE STATE OF MICHIGAN
JANUARY 1, 1986-DECEMBER 31, 1998

Elected State legislature, served on Community Develop Committee, Senior Citizens and Retirement Committee, Insurance Committee, and Vice-Chair of Agriculture Committee. Represented 90,000 constituents and 7 government agencies, as well as bringing growth and improvements to citizens of my district and the state.

EDUCATION | **BAKER BUSINESS COLLEGE, FLINT, MICHIGAN**
ACCOUNTING
1972-1974

FERRIS STATE UNIVERSITY BIG RAPIDS, MICHIGAN
ACCOUNTING
1974-1976

COMMITTEE | Retail Operations Committee –Maple Leaf Estates