

Kathryn (Kate) Mueller

Profile

Responsible and engaged professional seeking to serve different populations within my community. Results-driven with experience in program management, community engagement, and resource coordination. Flexible team player with excellent organizational and communication skills seeking to make an impact on community health.

Professional Experience

DuPage County Board of Health Member

Term: January 2024 – June 2026

DuPage County Health Department, Wheaton, IL

- Collaborate with diverse stakeholders, including government officials, healthcare professionals, and community leaders, to establish consensus on health initiatives.

Social Services Coordinator

June 2024 – Present

People's Resource Center, Westmont, IL

- Provide direct service to clients seeking financial and housing assistance, offering information, support, and referrals in DuPage County.
- Conduct one-on-one case management for clients at risk of homelessness, helping them maintain or access housing through emergency rental assistance via IDHS and ERA homelessness prevention funds.
- Manage incoming requests for social services, ensuring accurate and timely data entry into all applicable databases.
- Coordinate the clothing closet program at Westmont and Wheaton locations, maintaining and implementing policies for receiving, sorting, and distributing clothes.
- Led the reopening of the Wheaton Clothes Closet by onboarding volunteers, organizing donation drives to establish inventory, and preparing the facility for full operational readiness.
- Oversee daily operations of the clothes closet program, selecting and providing orientation for volunteers.

Youth and Family Manager

May 2022 – June 2024

YMCA of Metropolitan Chicago, Elmhurst, IL

- Managed daily operations of all school-aged youth enrichment after-school and summer camp programs.
- Ensured high-quality programming to meet community needs, program enrollment, quality, member experience, and budget goals.
- Provided leadership and supervision for up to 40 staff members.
- Oversaw summer day camp programs with participation from over 450 individuals.
- Continuously ensured programming met standards set by the YMCA and Department of Family Services (DCFS).
- Collaborated with peers and community leaders to promote programming through various channels.
- Assisted in leading the recruitment, onboarding, and training of new staff.

Education

- **Southern Illinois University Edwardsville, Edwardsville, IL**
 - Master of Business Administration May 2026
 - Specialization in Healthcare Administration
- **Saint Louis University, Saint Louis, MO**
 - Bachelor of Science in Public Health May 2022
 - Minor in Criminology and Criminal Justice GPA 3.71/4.0
- **College of DuPage, Glen Ellyn, IL**
 - Early Childhood Education and Care Administrator Certificate May 2023
 - DCFS Director Qualified