



### **KATE UNDERWOOD**

Kate Underwood was raised in Effingham County and attended school at Effingham County High School. After graduation in the year 2000, she moved to Valdosta, Georgia to pursue a higher education at Valdosta State University. In the year 2005, she graduated with her Bachelors of Business Administration with an emphasis in management and a minor degree in Spanish. Immediately after graduation she dove into the Masters of Public Administration program at Valdosta State University. In December 2006, a quick year and a half later she completed the Masters program.

While working on her Masters degree she began working for Teamtemps Personnel Staffing, Inc., the largest staffing firm in south west Georgia. Her work at Teamtemps was quite extensive as she managed the Accounting Department. Her responsibilities included processing payroll and liabilities for more than 500 temporary employees, accounts receivable and payable for 100 plus vendors, and other accounting responsibilities. She worked at Teamtemps for two years before returning back to the Savannah-Chatham area.

Ms. Underwood began working for Chatham Emergency Management Agency in June of 2008. Her responsibilities as Financial Officer for CEMA include processing payroll and accounts payable and receivable. She also coordinates with the Director and Assistant Director scheduling for employees. She is currently working on building out the Finance Section of the Incident Command System for CEMA. Although young in Emergency Management she is quite enthusiastic to learn all aspects that Emergency Management entails.