

# DONNA M. KANE, MBA

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## Director of Finance & Administration

Manager with broad and diverse background and experience combined with an entrepreneurial spirit and proven track record of achieving bottom-line results. Strategic, innovative, problem-solver with significant experience in reorganizing internal systems and procedures.

### KEY ACCOMPLISHMENTS

- Increased profit margins between 32% to 59% over a period of 3 years by focusing on key industry business
- Decreased employee benefit expenses 22% by negotiating insurance rates and enhancing benefit programs.
- Consistently maintained annual technology budgets ranging between \$80K to over \$300K by overseeing all vendor relations and contract negotiations with infrastructure systems & enhancements.
- Researched and managed improved time, billing and financial software application installations including (Juris, ProLaw, TABS, Time Matters, Law Bulletin Docket Systems).
- Core strength in overseeing multiple tasks with varying priorities, working with many facets within the organization to ensure smooth operation while identifying areas of improvement.

### PROFESSIONAL EXPERIENCE

**Law Offices of Jeffery M. Leving, Ltd.** Chicago, Illinois 2008 – 2011  
Mid-size law firm specializing in Litigation and Family & Matrimonial Law

**Director of Finance and Administration** – Managed financial business operations and firm wide human resources consisting of 25 attorneys and 30 staff.

- Revenue increased by 27% while serving as a key member of the leadership team responsible for researching and managing improvements in financial operations, human resources, technology and client development.
- Instrumental in enhancing firm's marketing, media and public relations costs by focusing on growth strategy efforts, website SEO, client intake processes to ensure growth in business development.
- Reduced annual overhead from 39% to 27% and saved \$91K in credit card processing fees by negotiating contracts and integrating voice and data lines saving \$84K in long distance annual charges.
- Identified and reported business / financial trends that impacted bottom line results; developed the firm budget and streamlined the monthly reporting period from 60 to 40 days.

**Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.** Chicago, Illinois 2007 - 2008  
Mid-size law firm specializing in Illinois Educational Institutions and Local Governments located in Chicago, Decatur, Collinsville & Joliet. Labor & Municipal Law, Commercial & Finance Transactions, and Construction.

**Director of Finance and Administration** - Managed business functions and issues related to firm-wide operations and facilities of a law firm with 33 attorneys and 25 staff.

- Analyzed and implemented a \$20 million annual operating budget process, working with the Finance Committee and 10 Board Directors to enhance the firm's strategic plans for competitive markets.
- Supervised all functions within the operations of the Client (Juris System) Time & Billing Department and all related client and firm expenses to contain costs within the guidelines of budgetary requirements.
- Oversaw maintenance of lease operations related to 4 offices. Worked with Facilities Committee and brokers to research, negotiate and position the Chicago Office for expansion and relocation.
- Maintained office technology budget in excess of \$300K. Researched IT purchases improving firm wide technical infrastructure and software for 60+ users for all office locations.
- Served as Secretary for Board of Directors monthly meetings and the annual strategic planning committee meetings. Prepared agendas, minutes and addressed all issues discussed to resolution.

**Marks, Marks, and Kaplan, Ltd.** Chicago, Illinois 2000 – 2006  
Established in 1947, the firm focused on Corporate Transactions & Contracts; Commercial & Residential Real Estate; Civil & Commercial Litigation; Professional Sports Litigation; Aviation Law; Estate & Tax Planning.

**Director of Firm Administration and Finance** - Managed daily business functions and human resources for a law firm of 18 attorneys and 12 staff. Assisted partners with overhauling the firm's governance.

- Managed all aspects of the relocation of the office to a new location; working with architects, construction contractors and all infra-structure vendors to renovate the new suite.
- Initiated and implemented a \$15+ million annual operating budget and executed cost controls by negotiating contracts and reduced overhead expenses by 28%.
- Improved quality and efficiency of financial reports. Improved cash flow by streamlining the billing process, accelerating the collection process from a 90 to 45-days and aged the accounts payables.
- Administered all Human Resource functions-recruitment, compensation, insurances and 401(k) plans.
- Managed all technology issues and purchases in excess of \$200K. Negotiated vendor contracts for the installation of the complete infrastructure equipment (computers, servers, telephone, and support).

**Taylor, Miller, Sprowl, Hoffnagle & Merletti** Chicago, Illinois 1991 - 1999  
Established in 1917, a primary Insurance Defense law firms retained by State Farm Life & Casualty

**Executive Director** - Senior Financial Executive with full responsibility for managing the business functions and daily operations for a law firm of 18 attorneys and 15 staff.

- Reorganized the billing operations increasing gross revenues an average of 18% annually, while implementing an annual budget process and reporting for the financial and operational statements of the firm.
- Reduced employee overhead costs 22% annually by revamping and enriching the employee benefit plans and researched and instituted the financial analyses for the firm's first structured retirement plan.
- Compiled and executed action plans to strengthened internal controls. External Auditor ratings improved from marginal to exceptional within one year.
- Managed the implementation of the firm's first migration from stand-alone workstations to networked Microsoft Windows software and the transition to Pro Law software (a new time, billing and financial software application).

## OTHER PREVIOUS EXPERIENCE

**Hinshaw & Culbertson Law Firm** Chicago, Illinois **Billing Manager**  
▶ Law firm employing 300 attorneys with 15 offices specializing in the practice of Insurance and Corporate transactions.

**Neal Gerber & Eisenberg Law Firm** Chicago, Illinois **Accounts Receivable Manager**  
▶ Prestigious law firm employing 125 attorneys in the practice of corporate transactions with diversified major Chicago based clients and large family owned holding companies. Responsibilities included pioneering the development of the accounts receivable functions for 3 newly merged law firms.

**Leo Burnett Company, Inc.** Chicago, Illinois **Financial Analyst; Financial Coordinator**  
▶ Chicago based advertising agency employing 2,000 employees with annual billings in excess of \$4 billion

## EDUCATION

**MBA – Finance** - Kellstadt Graduate School of Business, DePaul University, Chicago, Illinois  
International program: studied and reviewed domestic companies and foreign multinational corporations operating in various industry sectors in France and Germany.

**BS – Accounting** - Saint Joseph College, Indiana

## AFFILIATIONS

**Association of Legal Administrators** (Greater Chicago Chapter), Board Member (1996 – 2001); Education Committee Chair (1996, 1999 – 2001); Member of ALA (1993 - Present); Annual ALA conferences

**William Rainey Harper College** (Palatine, IL) **Adjunct Professor** (2002-2003)

Courses taught: "Law Office Procedures"; "Legal Office Documentation"; "Making the Most of Your Workday"  
Served on Executive / Legal Advisory Committee (1997-2003)

**SOS Children's Village** (Lockport, IL) (1996 – 2006) Professional Board Member & Executive Committee Secretary

