

Kathryn G. Kempton

EXPERIENCE

Partners In Health

Boston, MA

Director of Procurement

- Manage the tactical, day-to-day operations of Partners In Health's (PIH) procurement efforts in Haiti, Peru, and Russia. Includes the provision of essential medicines and specialized procurement of tuberculosis and HIV medication.
- Steward a \$5 million drug budget. Establish and enforce inventory control policies and promote rational drug use at all project sites. Improve organizational efficiency through streamlined, bulk ordering processes. Provide cost reports and projections to financial department.
- Monitor drug consumption at each site, totaling over 500,000 patient visits annually. Analyze usage patterns and predict future use. Prepare and execute orders accordingly.
- Perform periodic travel to international sites to train and work with on-site staff. Assess facilities, determine material needs, and assist with inventory. Build site-specific medicines formularies for all regional offices to reduce duplication and streamline processes.
- Serve as a liaison with public health agencies such as the WHO and the Global Fund to Fight AIDS, TB, and Malaria. In Haiti, the first recipient of GFATM funding, work with in-country agent to secure appropriate approval of purchases; assist with reporting and reimbursement to ensure timely disbursement of funds.
- Enhance positive working relationships with drug suppliers and manufacturers, with the goal of securing further price reductions for medicines and supplies.
- Maintain existing relationships with corporate donors such as Eli Lilly, Pfizer, Abbott Laboratories, and others. Communicate details and positive results of donations. Provide periodic progress reports to corporate drug donors.
- Manage logistics activities, including preparation of shipping and customs documents, arrangement of transport, tracking of shipment, and reconciliation with consignee at PIH regional offices.
- Document Partners In Health's approach to complex health interventions in resource-poor settings. Record procurement, logistic, and security processes and challenges with the purpose of replicating PIH's work in other locations. Provide technical assistance, as requested, to other organizations. Work with colleagues to prepare posters and abstracts for professional conferences.
- Oversee work schedule and task prioritization of part-time Procurement Assistant.
- Represent PIH as a speaker at symposia and as a participant in relevant fora.

Director of Domestic Operations

- Managed and executed semi-monthly payroll for a staff of 20 employees.
- Assisted with grants management. Invoiced granting organizations for receivables; executed funding drawdowns; assisted with quarterly and annual financial reporting.
- Established and maintained personnel records and administered employee health insurance plan.
- Procured supplies, including laboratory materials, office equipment, financial and travel tools.

Office Manager

- Monitored and oversaw day-to-day administration of facility and related systems.
- Maintained the schedule of PIH events and meetings, and travel schedules of PIH principals.

EDUCATION

Boston University

Boston, MA

Bachelor of Science Degree, Summa Cum Laude, 1996. Deaf Studies major.

SKILLS

Working knowledge and ongoing study of Spanish.
Knowledge of American Sign Language.