

Joan McKenna  
6599 East Thomas Road  
Scottsdale, Arizona 85251  
602-941-2899

Business Experience:

1984-1977 Accountant

McKenna Equipment Company, Inc. Pacific, Missouri  
Responsible for all financial control activity. Implemented new accounting system. Developed operating budgets, performance goals, and capital expenditure requests. Supervised bookkeepers and office personnel. Organized exhibits for two national packaging machinery shows.

1959-1958 Secretary to District Sales Manager, Pan American World Airways, St. Louis, MO  
Handled all secretarial duties to manager. Handled the duties of the Air Cargo Manager in his absence. Organized department of stock and promotional materials.

Volunteer Experience:

1983-1980 Member of Board of Trustees - Villa Duchesne

Served on Development Committee - 1 year

Served on Financial Committee - 2 years

1982-1977 Board member of St. Louis National Charity Horse Show

As assistant treasurer, handled all finances of show for 5 years. Prepared all financial reports for Board and auditors. Assisted in writing by-laws of organization. Set up public relations with newspapers, radio and TV. Organized three TV specials.

1981-1980 President of Mothers' Club - Villa Duchesne

Organized all activities for the year. Supervised chairmen of classes and events. Acted as liason between parents and administration.

Between 1983-1964

Served on Mothers' Council for several years.

Member of Alumnae Board

Chaired several social and fund-raising events. As Social Chairman, made arrangements for 30 events in 1 year.

1973-1971 Charter Board member of Creve Coeur Figure Skating Club

Helped to organize club in its beginnings. Assisted in writing by-laws.

Education:

Maryville College - cum laude B.S. degree in psychology/sociology  
minored in American History and Government

Villa Duchesne - elementary and secondary school