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| Kim Chiu844 East 400 South, Orem, UT 84097kimchiu84097@yahoo.com . 801-787-0178 |
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| Dear search Committee,I am applying for the position of Research Administrator. I have 15+ years of experience in Career and Technical Education (CTE) and economic development. This has given me many opportunities to acquire and manage grants for the university. My time serving as a director has given me experience in strategic planning and leading a team. The Primary responsibilities that I had was the planning and oversight of the expenditures for the grant funding. I gained experience in writing grants, post award grant management, and reporting on grants. I’ve become very familiar with the Uniform Administrative Requirements, Cost Principles and Audit Requirements. I worked with the deans and department chairs on campus to fund projects that improved their programs and that the projects also aligned with the university’s strategic vision. My role as a program director also included working with various industry partners and educational advisory boards.Working within the University and alongside industry partners gave me the experience to collaborate with both internal and external stakeholders. I have always believed that building relationships is the best way to get things done. I attribute the successes that I have seen throughout my career as being due to the relationships that I have developed. I believe that all accomplishments are a team effort.I know what it is like to perform in a culture with high expectations, as well as expectations with rapid turnarounds. I have experience dealing with multiple projects and deadlines simultaneously. I am also used to a data intensive culture where data and assessments drive the decision-making process. My experience in CTE and with the workforce, combined with the skill sets that I have developed over my career, make me confident that I would be a great fit and effective candidate for this position.For the last two years, I have worked from home and have found that I work well in a remote setting and am very self-motivated to have high performance even with little supervision. I would like a position where I can work remotely 100%. I appreciate your consideration and look forward to speaking with you.Kim Chiu |