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| Kim Chiu844 East 400 South, Orem, UT 84097 kimchiu84097@yahoo.com · 801-787-0178  |
| In this position, I would ensure regulation compliance, follow grantor’s guidelines, serve as a liaison with the grantor, help manage and evaluate the performance of assigned programs and projects. In addition, I would prepare progress reports and optimize the grant administration process.Skills

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| * Strategic Thinking
* Project Management
* Data Analysis
* Managing Resources
* Problem Solving
* Organization
* General Computer Skills
 | * Effective Communication
* Customer Service
* Establishing Relationships
* Multi-Tasking
* Decision Making
* Accounting & Budgeting Experience
* Grant Writing
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# Experience

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| June 2015 to presentdirector of career and technical education and workforce grants, Utah Valley University* Directed the UVU Career and Technical Education (CTE) department for 8 years

which included overseeing the University’s Perkin’s funds which yearly average was $1.2 million. This included writing the Perkin’s application which is submitted to the Utah State Board of Education (Non-Federal Entity).* Prioritized and approved funding requests in accordance with the UVU strategic vision and needs of 40+ CTE departments and the state workforce.
* Improved communication and grant administration processes for the CTE department.
* Partnered closely with the Office of Sponsored Programs to ensure compliance of federal, state, and university grant requirements.
* Involved in the creation of the new regional CTE consortium and wrote the higher education sections of the regional Perkin’s application.
* Serve as the Fiscal Agent for the consortium which oversees the Perkin’s funds which yearly average is $3.2 million.
* Received audit reports with no negative findings, and competency in tracking over

$7 million in CTE equipment across UVU campuses.* Hold extensive knowledge in Education Department General Administrative Regulations (EDGAR) which includes the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).
* Acquisition of three state workforce grants focusing on Healthcare, Manufacturing, and Diesel Technology.
* Demonstrated competency in writing, managing, and reporting on CTE Perkins, Strategic Workforce Investment (SWI), Short-Term Intensive Training (STIT) grants and state workforce grants.
* Increased CTE enrollments each year which lead to UVU being awarded the largest percentage of Perkins funding in the state. Most recent enrollment increase was 23%.
* Increased performance rates in CTE target indicators which include retention, placement, completion, and enrollment of students in non-traditional careers
* Collaborated with Institutional Research (IR) to analyze relevant data and create assessments for performance improvement.
* Created UVU CTE and Pathway web sites, yearly reports, and newsletters to disseminate information, compliance, and access for funding.
* Began the UVU Career Pathways program at UVU which leads students to high-demand employment opportunities.
* Developed and strengthened relationships and collaborating with both internal and external stakeholders.
* Experience with hiring, training, and building a high-performing team.
* Demonstrated willingness and proficiency with assisting division leadership with special projects, meetings, and other duties as needed.
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| June 2008 to June 2015Assistant Director of career and technical education, Utah Valley University* Supervised the department employees.
* Exhibited daily effective decision-making and problem-solving skills.
* Helped facilitate two state audits with no negative findings.
* Developed accountability standards which include the necessary internal controls to track inventory and maintain budgets (co-created a Guidelines and Procedures manual for Perkin’s funding).
* Accumulated data to assist with data driven decisions and demonstrate successful strategies for program improvement.
* Demonstrated effective team-work skills by building good relationships across UVU campus, serving on campus committees, communicating, and serving as a liaison to faculty and staff members.
* Lead efforts in enrolling students for industry assessments.
* Established strong customer service skills within the CTE department.
* Created outreach initiatives that addressed CTE target indicators focused on assessment, retention, completion and serving underrepresented populations.

September 2006 to June 2008administrative Assistant for institutional development and planning, Utah Valley University* Served on UVU’s Strategic Directions Advisory Council (now UPAC), which is charged by the President of the University to make visionary recommendations concerning the direction, mission, strategic directions, master plans, and SWOT analysis of the institution.
* Served on the PBA (Planning, Budget, & Accountability) Steering Committee and contributed to the annual PBA process which guided UVU in its strategic planning.
* Experience facilitating the planning of the University Transition Task Force, in preparation for the college’s upcoming change to university status.
* Coordinated with and made logistical arrangements for a successful visit of the NCAA Peer-Review Team.
* Trained in using a Quality Improvement Cycle by working on a UVU Quality Initiative Committee, which was instructed to review the hiring process used at the university.
* Performed administrative and management duties for the Assistant to the President for Institutional Development and Planning. These duties were particularly focused on coordinating meetings for the Community Relations Council and other Economic Development members.
* Monitored budgets and produced financial reports for the Office of Institutional Development and Planning, which included the accounts of the Assistant to the President, Planning Office, Office of Institutional Effectiveness, and Office of Institutional Compliance.
* Experience organizing and managing special projects, collecting, and analyzing data, producing written reports, and giving presentations.
* Designed and partially implemented the Institutional Development & Planning website, as well as the PBA, Community Relations, and Strategic Directions Advisory Council web sites at UVU.

September 2005 to August 2006Administrative assistant for VP of Finance and Assistant to the president of external affairs, Utah Valley universityOctober 2004 to August 2005Administrative assistant for facilities, Utah Valley universityJuly 2003 to September 2004Customer service specialist for Parking services, Utah Valley universityJune 1989 to October 1999retail management- zcmi/Meier & frank department store, casual corner/petite sophisticate specialty stores, contempo casual specialty stores, foley’s/dillard’s department stores |

# Education

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| May 2005Bachelor of Science Degree in Information Technology: Business Management Emphasis, utah Valley University |

# additional Items of interest

* Our Career and Technical Education (CTE) department was the recipient of the 2021 UPCEA West Region Engagement Award. “UPCEA is the leading association for professional, continuing, and online education. This award was in recognition of the Career Pathways that we created.
* Received the Staff Excellence Award for the Executive Division in 2007.
* Organized 11+ annual Christmas service projects for high school mothers and their children within our region.
* Managed the Utah Valley University Auto Expo for nine years, which generated $250,000+ in profits that were used to award 35+ scholarships to automotive students and establish a savings account for the awarding of future scholarships.