

KATHY MILLER, MBA

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## PROFESSIONAL SUMMARY

Results-driven financial and research administration leader with 18+ years of experience in operations, strategic planning, and budget management within higher education and healthcare. Expertise in pre- and post-award research grant management, contract negotiations, financial stewardship, and team leadership. Adept at optimizing processes, ensuring regulatory compliance, and fostering stakeholder collaboration. Committed to delivering high-quality service to internal and external stakeholders.

## CORE COMPETENCIES

- Research Grant Administration (Pre- & Post-Award)
- Financial Management & Cost Control
- Contract Negotiation & Compliance
- Strategic Planning & Budget Oversight
- Process Improvement & Workflow Optimization
- Team Leadership & Staff Development
- Stakeholder Engagement & Customer Service
- Electronic Grant Management Systems: eRA Commons, ASSIST, Grants.gov, Huron, Workday

## PROFESSIONAL EXPERIENCE

### CASE WESTERN RESERVE UNIVERSITY, Cleveland, OH

*Senior Director for Medical Education Operations (May 2021 – September 2024)*

- Led financial planning, budgeting, and reporting for medical education programs, ensuring fiscal transparency and compliance with institutional policies.
- Developed strategic initiatives for technology integration in simulation centers, enhancing training outcomes.
- Cultivated high-performing teams, driving operational efficiency and fostering a collaborative work environment.

*Director, Administrative Operations (2015 – 2021)*

- Managed a research grant portfolio, overseeing the submission of over 300 proposals, including STTRs, SBIRs, NIH, NSF, and DOD grants.
- Negotiated contracts with state and county agencies, ensuring favorable terms while maintaining compliance with institutional and federal guidelines.
- Spearheaded a business plan for the Department of Population & Quantitative Health Sciences, driving departmental growth and financial sustainability. Boosted bottom line by 200% within the first three years, resulting in a consistent surplus in the department through effective leadership and financial management strategies.

- Designed faculty salary tracking systems, increasing transparency and improving financial forecasting. Resulted in increased transparency and accountability in faculty compensation practices, improved budget forecasting, and a more accurate picture of the department's financial position. This led to an increased faculty salary coverage by 10% in one year.

#### *Research Portfolio Manager (2011 – 2015)*

- Managed cradle-to-grave pre-and post-award administration for eight clinical research divisions in Pediatrics.
- Provided financial analysis, compliance oversight, and reporting for research funding portfolios.
- Established strong partnerships with key personnel and stakeholders, fostering an environment of transparency, trust, and collaboration that led to increased productivity and positive working relationships.
- Successfully navigated complex regulatory requirements and funding mechanisms, ensuring that all awards complied with applicable laws and regulations.

#### **ADDITIONAL EXPERIENCE**

- Center Director, Knowledge Learning Corporation
- Patient Access Supervisor, Finance Coordinator, & Senior Bookkeeper, University Hospitals of Cleveland

#### **EDUCATION & CERTIFICATIONS**

Master of Business Administration, Case Western Reserve University, May 2024

Bachelor of Science in Business Administration & Management, University of Phoenix, 2008

#### **TRAINING & PROFESSIONAL DEVELOPMENT**

- Women in Leadership, Advancing Manager, Emotional Leadership, Servant Leadership
- Women Staff Leadership Development Institute, Case Western Reserve University Executive Education

#### **TECHNICAL SKILLS**

- Grants Management Systems: eRA Commons, ASSIST, Grants.gov, Huron, FastLane
- Financial Systems: SAP, Power BI, Oracle, Tableau
- Microsoft Office Suite: Excel (Pivot Tables, VLOOKUP), Word, PowerPoint, SharePoint
- Contract & Compliance Management: Uniform Guidance (OMB A-21, A-110, A-133), Federal Acquisition Regulations (FAR)