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Objective

To work for an organization that shares my compassion for people, integrity, and diversity. I am hoping for an opportunity to utilize my extensive grant program management knowledge and skills in a role where I am part of team that strives to create value in all aspects of what we do for clients. My vast experience has been within a fast-paced environment with a focus on keeping projects, grant proposals and programs within a designated timeline.

Experience

E3 – Entrepreneurial Ecosystem Environments

May 2016 – Present

CEO – Chief Environmental Officer & Founder

As CEO, I pride myself on working with business incubators, accelerators, co-working labs, maker spaces and other ESOs (Entrepreneurial Support Organizations) in creating the right environment to generate entrepreneurial innovation. These environments consist of space, strategical management and/or networking resources and events which include the strategy, planning and support for each. I utilize my 17 plus years of experience in incubator operations as well as my InBIA incubator management certification to provide consultation of what works and what doesn't work as it relates to strategy for operations, event planning, community outreach, grant research and funding sources. My 28 years of working in business administration, entrepreneurial ecosystem building and program management in various roles within a university environment also provides me with the collaborative business experience in working with public/private funding, vendors, and sponsors.

My passion is being engaged with ESOs and "startups" and providing them the tools and environment they need to succeed. I also feel it is important to collaborate with the community, local service providers and educational systems to create/maintain a functional entrepreneurial ecosystem.

MSU Research Foundation – Spartan Innovations

November 2021 – August 2023

Program Manager

As the Program Manager for Spartan Innovations in Grand Rapids, I worked collaboratively with cross-functional teams under the MSU Research Foundation to provide program services, investments, and connections with a focus on the underserved community. The Bridge is a high-tech, high-growth startup incubator that is funded by the City of Grand Rapids with a goal of supporting companies and entrepreneurs by providing them space, mentorship, programs, and resources to grow and expand their companies and/or products.

In this role, I managed the implementation of this new incubator and its program and services. I was the liaison between the construction company and MSU to keep the build out on track and on time for opening. I oversaw the day-to-day program and organizational operations, including project timeline tracking, property/incubator client management, lease administration, grant administration, vendor and partner relations, digital marketing, event planning and staff development. The one key area was utilizing my knowledge and skill sets to tell the story of the impact our incubator and programs were having for our incubator clients and the community. I used Salesforce, SharePoint and Monday.com daily to manage data, create / generate reports, create charts for presentations, organized / archived files so that updated information was available for team members to view and use on demand. I was also responsible for the marketing strategy and event planning utilizing my logistical expertise to provide successful programs and networking events.

International Business Innovation Association (InBIA)

July 2021 – November 2021

Grants Program Manager

As the Grants Program Manager, I was responsible for ensuring the successful execution of InBIA's grant-funded programs which included the successful implementation, program and task management, compliance and reporting for current and future grant-funded programs. I lead the program management of the La Idea Incubator Project that was funded by the United States Department of State and the Western Hemisphere Affairs (WHA). This project provided the opportunity for entrepreneurs in Central America to directly engage with US-based incubators through virtual bootcamps. This project resulted in a high profiled program impact report prepared in collaboration with Agora and CENPROMYPE.

applied Medical Device Institute

May 2018 – June 2021

Grand Valley State University

Operations Manager

As Operations Manager for the applied Medical Device Institute (aMDI), I oversaw the day-to-day operations of the institute and managed the Executive Director's schedule and board communications, client support services, facilities and program management, grant and contract funding management, community outreach and marketing. I was also responsible for the network relationships of aMDI by working collaboratively with clients, industry professionals, stakeholders, national, state, and local grant funding agencies, and community entrepreneurial support organizations.

- Program timeline management: Ensured that program staff accomplished their approved program initiatives and that aMDI met compliance and reporting requirements.
- Provided leadership and financial administration for programs funded by federal, state, local and private funds.
- Facility and Central Services management which included working with GVSU personnel to accommodate the building, space, environment and safety needs for labs, staff, and students.
- Assisted in the budget development process and performed budget analysis duties.
- Ensured compliance with the rules and regulations administered by the grantor.
- Worked with university grant accountants to oversee special audits conducted by grantor.
- Lead staff recruitment plan, hiring/interview process, onboarding of both staff and students.
- Monitored interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Monitored university grant budget analysts and coordinated their activities related to the grants assigned.
- Assisted in evaluating the fiscal administration of grant programs which included overlaps between university fiscal year and the grantor's fiscal year.
- Oversaw the timely submission of grant applications, application amendments, and budget transfers and reallocation requests.
- Monitored input and reviewed grant data in the university Streamlyne system.
- Coordinated staffing levels related to grants and managed time/effort reporting.
- Worked collaboratively with sub-contractors to ensure compliance and accountability.
- Managed invoicing, accounts receivable, accounts payable and purchasing.

BBC Entrepreneurial Training and Consulting

June 2017 – March 2018

Program Manager, Michigan SBIR/STTR Assistance Program

- Program Management and promotion for the state funded Michigan SBIR/STTR Assistance Program.
- Prepared quarterly activity and budget reports for the state grant funded program.
- Arranged SBIR/STTR training sessions throughout the state to promote the program and services of the organization.
- Utilized social media platforms, newsletters, and email notices to promote trainings and the program.
- Managed logistics for onsite training and events.
- Research and outreach across the state to bring awareness of the program.

Michigan Business Innovation Association

March 2017 – June 2017

Operations Manager

- Responsible for operational management of the Association.
- Responsible for Marketing and communication strategy and implementation.
- Responsible for event strategy, planning and support for all MBIA events including the GLIN2 – Great Lakes International Innovation Summit.
- Enjoyed membership and community outreach to increase membership across the state.
- Worked with Board and Membership Committees to establish and promote membership benefits and value.
- Worked with President and Board members to establish a social media strategy and implementation.
- Responsible for redesign and content management of MBIA website
- Created and propose new promotional materials including new name and logo.
- Represented MBIA at tradeshow and events.
- Provided administrative support for Board members.

Lawrence Technological University

August 2016 – February 2017

ACE'17 Annual Collaboration of Entrepreneurship Conference

Co-Chair

- Responsible for event strategy, planning and support for this statewide annual entrepreneurship conference with an average attendance of 800.
- Responsible for ACE '17 Committee recruitment, communication, and planning meetings.
- Responsible for fund raising and recruitment of sponsorships.
- Responsible for recruiting support organization as exhibitors.
- Responsible for recruiting entrepreneurs and startups to participate in the ACE Challenge / Pitch competition.
- Direct liaison in arranging booth assignments and necessary accommodations.
- Responsible for event facilities and coordination with hotel for space, AV, food/beverages, signage, parking, hotel rooms and separate breakout rooms for meetings.
- Responsible for Marketing and communication strategy and implementation.
- Responsible for monitoring financials accounts receivable/ accounts payable to keep on budget.
- Responsible for post survey to analyze data for final report to Lawrence Tech.

GR Current Tech and Life Science Incubator

April 2012 – April 2016

Grand Valley State University*Formerly West Michigan Science and Technology Initiative (WMSTI) – see below***Operations Director**

- Managed day-to-day operations of multiple incubators and accelerators which included incubator client & facility management, maintained various programs with their own budgets, grant compliance, accounting, data entry/management, metrics, statistics, marketing, outreach, and events.
- Responsible for budget strategy, preparation, and reconciliation from multiple funding sources
- Prepared and provided financial statements for analysis, strategic planning, and projections.
- Established and managed networking relationships with incubator clients, clients, service providers, faculty, academic colleagues, and students across the state.
- Designed and maintained lease agreements between incubator clients and the business incubators as well as with the university as the facility and fiscal agent.
- Accountable for grant management, compliance, invoicing and reporting from various funding sources (local, state, federal governments, foundations, and university).
- Used networking relationships to locate mentors in residence. Hired and managed their contracts and working relationships with incubator clients.
- Responsible for procurement, delivery and setup of lab and office equipment
- Strategically researched, planned, and implemented grant programs which included preparing budgets, seeking funding opportunities, supervising grant staff, monitoring expenditures, identifying support agencies, tracking results, and analyzing financial data.
- Enjoyed grant research and working with community organizations on collaborative grant proposal submissions.
- Worked directly with the program directors to keep them on track for program initiatives and grant accountability.
- Worked directly with Marketing Director on marketing and event strategy, planning and logistical support for all in-house, community and collaborative events.
- Worked with the Executive Director in strategizing on personnel for GR Current and multiple programs.
- Accountable for HR document preparation according to grant guidelines and onboarding process.
- Implemented, maintained, and modified policies and processes.
- Provided guidance and mentorship to all personnel.

West Michigan Science & Technology Initiative (life science incubator)

Aug 2006 – April 2012

Grand Valley State University**Associate Director - In addition to all the above responsibilities as Operations Director for GR Current:**

- Provided strategic and business plans for future growth of the incubator.
- Played an integral part in making the incubator self-sustainable within the university environment.
- Utilized my civil learning to create community partnerships to provide expertise and support to entrepreneurs and startups at a low cost.
- Provided leadership in establishing our marketing, public relations, and community outreach goals.
- Supervised the Communications Director, Marketing Manager and Business Analyst.

Office of the President

Dec 1996 – Aug 2006

Grand Valley State University**Executive Confidential Secretary**

- Executive level management for the President, each Executive Officer, Senior Management Team and for the Board of Directors for the university.
- Responsible for direct communication, both written and verbal, with the Board of Trustees, dignitaries from the community and Michigan legislature.
- Worked with the Community Relations Coordinator to create, organize and logistically support all the university and community events that were supported by the President's Office.
- Created and integrated new processes for workflow and event management.
- Supervised student graduate assistants.

Johnson Center for Philanthropy

Feb 1993 – Dec 1996

Grand Valley State University**Academic Department Coordinator**

- Worked with Executive Director in strategically starting up the new center.
- Provided executive administrative support to the Executive Director
- Responsible for Grant management of W.K. Kellogg award which required creating, managing, and reconciling several reports.
- Responsible for Grant management of awards provided to Faculty that integrated a service-learning module into their curriculum.
- Responsible for event planning and logistics (local and national) to support the philanthropic vision and mission of the center.

- Enjoyed community outreach and business development.
- Responsible for budget strategy, management and reporting for the center.
- Responsible for day-to-day operations.
- Student and intern supervisor.

Community Engagement

- Previous Member of the Native American Advocacy Council (NAAC) at Grand Valley State University
- Member of the Grand Rapids Chamber of Commerce
- Previous Member of the Board of Directors – Michigan Business Innovation Association (MBIA)
- Member of the InBIA (International Business Innovation Association)
- Previous Member of the Startup Space Entrepreneurial Community Metrics Impact Committee
- Previous Member of the MichBio Diversity Network Committee
- Previous Vice-Chairperson for the Health Sciences Early College Academy Committee
- Previous Co-chair of the ACE' 17 (Annual Collaboration of Entrepreneurs) Conference
- Previous Member of GVSU Grant Leadership Advisory & Development Team (GLAD Team)

Education

- Business Administration and Management, Grand Valley State University
- Finance Administration and Accounting, Davenport University
- Certification of Incubator Management (InBIA)
- Entrepreneurship Center Management Certification (InBIA)
- Civil Learning – Civic preparation requires engagement — that is, hands on practice in applying skills to represent questions and resolve problems in the community — it is considered a discrete category of learning.

Skills

- 17 years of operations management business startup incubators at multiple locations. The WMSTI/GR Current incubator experienced five leadership changes, which required me to take on additional executive level responsibilities that enabled smooth transitions and keep the incubator sustainable and moving forward.
- 17 years of grant management and reporting to local, state, federal and foundation awarded grants.
- 28 years of working in a university environment. Building relationships across all departments/units throughout various campuses. These relationships have proven to be vital in achieving successful operational methods that cross between community and university platforms.
- 10 Years of executive level support and project management within the President's Office at GVSU. This also included building and maintaining the relationships with community dignitaries.
- 28 years of experience and expertise in marketing strategy and community collaboration, event planning & implementation.
- 28 years of graphic design, website design implementation, management, and social media capabilities.
- Software knowledge and expertise:

*MS Office 365: Word, Excel, PowerPoint, Teams	*Adobe Acrobat
*Sharepoint	*Slack
*Google Drive	*Asana
*SalesForce	*Zoom
*Web Development: Wix, WordPress, SquarSpace	*Workday
*Graphic Design: Canva, Adobe Acrobat, ScreenCloud	*Monday.com
*Streamlyne	*DocuSign

Always eager to learn new AI and Software tools

- Art of communication both in written and verbal form.
- People person – I am passionate about meeting and helping people achieve their goals.
- Team Player – I pride myself on being a team player and doing whatever is needed to complete tasks, projects, and strategies working toward the company goals.

References

Austin Dean Financial Advisor Edward Jones Austin.dean@edwardjones.com 419.855.0096	Colleague at GR Current and BBCetc
Brent Nowak, Ph.D. CEO/CoFounder Orthoforge (previously Executive Director of applied Medical Device Institute) brent@orthoforge.com 210.325.2780	Supervisor/Executive Director at aMDI/GVSU
Laurie Supinski Director Start Garden laurie@startgarden.com 231.250.2845	Colleague at GR Current/Community Support Partner
Janet Wyllie Director of Gateway Grand Rapids Spartan Innovations MSU Research Foundation jwyllie@spartaninnovations.org 616.822.0997	Colleague at Spartan Innovations/Community Support Partner
Rachel Siglow Deputy Director Gerald R. Ford Presidential Foundation rsiglow@38foundation.org	Colleague at GVSU Office of the President

Additional references are available upon request.

