

KATE-LYN EDWARDS, MPA

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LEADERSHIP AND MANAGEMENT

Trusted administrator leveraging complementary blend of local government education and professional operations experience to forge strategic relationships with internal and external partners in high-pressure environments. Servant leader with nearly a decade of experience managing people and projects to apply and adhere to regulatory, planning, and policy requirements while upholding formalized processes. Analytical problem-solver consistently displaying diplomacy in a range of interactions.

CORE COMPETENCIES & TECHNICAL SKILLS

Communication Management ▪ Establishing Trust & Community Collaboration ▪ Community Programming
Regulatory Compliance ▪ Planning & Managing Events ▪ Higher Education & Non-Profit Management
Employee Supervision & Training ▪ Proposing & Negotiating Initiatives ▪ Relationship Management
Microsoft Office Suite ▪ Adobe ▪ Website Management ▪ Payroll Systems ▪ Databases

SELECTED ACHIEVEMENTS & PROJECTS

- Served as the staff representative and committee member to publish the IU 2039 Strategic Plan, 7-year roadmap.
- Designed, implemented, and onboarded digital course authorization fire form and course permissions process.
- Established and managed first-ever participatory budgeting process for the Medical Student Fund.
- Developed tracking, evaluation, and reviews for staff and democratic budgeting process for purchase decisions.
- Created innovative strategies for process improvement and earn buy-in from boards and commissions.
- Partnered with local business partners who were diverse and integrated performing arts into community events.
- Hired additional staff to help create and improve several processes, including student activities requests, Regional Academic Health Center storage/inventory system, mid-clerkship reviews, permissions, and project debriefs.
- Facilitated collaboration between student groups as well as new student events and programs such cell-fie competition, department marketing, semester kick-off, and Sustainability IU.

PROFESSIONAL EXPERIENCE

INDIANA UNIVERSITY (IU)

2018 – Present

Director of Student Services - School of Medicine

Safeguard success of Bloomington Campus via oversight of communication through a rapid growth phase of Regional Academic Health Center opening as well as day-to-day operations for team of 5+ Student Services staff.

- Direct regulatory, planning, and administrative aspects of department to improve processes and cultivate development. Handle hiring and personnel concerns while championing teambuilding and leading by example.
- Enhance opportunities for current and future students; foster student-led entrepreneurship and community engagement. Manage financials for Student Activities Fund, daily activities, and office or administrative functions.
- Drive strategic short-/long-term initiatives and projects, including undergraduate/graduate program revitalization, Phase 1 streamlining, and comprehensive curriculum data collection and monitoring.
- Lead committees, acting as chair and facilitating difficult decision making. Serve as chief liaison between unit and statewide team as well as ambassador for department, external stakeholders, and community. Including interpreting and approving capital improvement projects.
- Manage services, processes, and policy for 4 student groups: undergraduates, cancer research graduates, anatomy education graduates, and all phases of medical students.

Administrator & Executive Assistant to Dean - School of Medicine

Directed operations for Bloomington Campus of largest medical school in the country at new Regional Academic Health Center and served as Executive Assistant to Dean, steering projects, and initiatives to fruition.

- Improved process for Phase 1 of medical school by creating procedures and policies to accommodate growing department. Promoted development and growth of department by overseeing and prioritizing schedule.
- Established student leadership and guided students and faculty through institutional policies and COVID regulations. Orchestrated committees for special projects and new staff hires; organized and led meetings.
- Coordinated IUSM events from conception to contract creation and purchase order completion. Reconciled prompt and accurate processing of financial requisitions, special tax deductions, and accounts.
- Maximized use of department space such as teaching and medical dissection labs and conference rooms. Customized edits and additions to department website and promotional material.

Scheduling & Curriculum Coordinator - College of Arts & Sciences Anthropology

Advanced schedule of classes and breadth of course offerings. Planned and executed departmental events while acting as primary liaison between department and guest faculty, registrar, and College of Arts and Sciences.

- Advocated for department with staff, students, and external community partners. Organized departmental events such as awards ceremonies, holiday celebrations, and student events.
- Enhanced enrollment by instituting schedule of classes that were in the best interests of both students and instructors. Maximized enrollment for major classes by collaborating with committees, faculty, and registrar.
- Processed payroll for department, approving payment vouchers and handling any adjusted vouchers.

TRISTAR

2019 – 2021

Training & Audit Support - Finance Department

Inigorated rapid growth of company by spearheading development and implementation of training materials for several new financial systems. Adhered to Department of Defense protocol in handling protected information.

- Led training procedure for financial operating systems such as cash flow and receiving reports as well as government contracts. Partnered with multiple departments to create useful trainings and guides for audits.
- Surpassed competitive deadlines while analyzing feedback and workshopping training processes with corporate team. Updated materials and program records to accommodate company expansion.

CIRCARTS CIRCUS

2016 – 2018

Season Manager / Assistant Director (Australia)

Oversaw on/offsite circus shows and events, interfacing with contractors, venues, insurers, local and international performers, and crew while adhering to national regulatory safety and structural requirements.

- Facilitated performances for corporate and community events such as arts markets, halftime shows, and children's festivals. Partnered with local and international performance artists to promote joint performance ventures.
- Controlled daily operations and supervised 20 permanent/guest instructors and 200+ student performers. Interfaced with audiences and community face-to-face, via phone, and online in addition to website maintenance.
- Enhanced risk assessment procedure to certify insurance coverage beyond regulatory requirements. Complied with appropriate protocol to build showcase spaces for safety, rigging, and union policies.

EDUCATION & CREDENTIALS

Indiana University - Bloomington

Master of Public Affairs, Local Government Management, O'Neill School of Public and Environmental Affairs

Bachelor of Arts, Theatre & Drama Directing

Certificate of Business Foundations, Kelley School of Business

Project Management Professional, Kelley Executive Project Management Certification

COMMUNITY INVOLVEMENT

Commissioner, City of Bloomington Commission on Sustainability

Member, International City/County Managers Association

Former Treasurer, IU Local Government Management Association