baylee vieyra

EDUCATION

FRIENDS UNIVERSITY – Wichita, KS

Master of Science, Environmental Studies, 2014

Masters Project: From Livable to Sustainable, Department of Sustainability Proposal

WICHITA STATE UNIVERSITY – Wichita, KS

Bachelor of Arts, Political Science, 2011

Senior Thesis: Democracy, Development, Capitalism, and the Ecological Footprint: A Global Perspective

2011 Undergraduate Research and Creative Activity, 1st Place

PROFESSIONAL EXPERIENCE

Wichita State University Environmental Finance Center

Wichita State University July 2021 - present

Program Manager

* Pursue and maintain grants, projects and partnerships that support the Center and its mission.
* Research, plan and implement environmental and finance projects and community
* consultation services.
* Conduct and facilitate in-person trainings, workshops, conference presentations and webinars on a variety of environmental and financial topics for municipal water utility staff, state/local government officials and other environmental professionals.
* Represent the EFC at meetings, conferences, events, and more.
* Work with environmental regulatory agencies, municipal staff and managers, elected officials, tribal governments and nonprofit organizations to help communities tackle environmental challenges and meet regulatory requirements through wise financial management.

City of Wichita

Wichita, Kansas December 2015 – June 2021

Special Projects Coordinator

Senior Management Analyst

Senior Environmental Scientist

Environmental Quality Specialist

* Planned, delegated, and evaluated the work of clerical, administrative, and/or technical support staff providing a variety of services including accounts payable/receivable, payroll and grant management and reporting.
* Evaluated, developed, modified, and/or implemented Departmental financial and administrative support processes and procedures.
* Monitored and ensured compliance with organization level policies and procedures that apply to the operation.
* Collected, analyzed, and improved the Department's performance measurement program.
* Assisted Division Managers to lead special assignments using the City's project management approach
* Monitored administrative policies and procedures supporting the operation for continued compliance and effectiveness and initiates change as needed.
* Identified and accessed information resources.
* Analyzed and summarized information as needed to support the Department in project planning and/or responding to public issues.
* Conducted oral presentations regarding process changes or topics researched for the Department.
* Coordinated special projects involving multiple Divisions.
* Composed correspondence, brochures, press releases, and other narrative material for the department as assigned.
* Assisted with personnel activities for all Divisions, including hiring, grievances, discipline, and terminations.
* Responsible for professional and strategic work planning as it relates to environmental regulation, impacts, and sustainable development.
* Coordinated and evaluated a comprehensive program to improve and protect conditions in the environment while maintaining economic development in the region.
* Responsible for planning and implementing a regional ozone emissions reduction program.
* Conducted extensive and effective stakeholder engagement within multiple communities to reduce ozone forming air emissions in an outcome-based framework.
* Tracked legislation related to National Ambient Air Quality Standards and disseminated significant information to stakeholders and City of Wichita leadership, when appropriate.
* Work was directed through the establishment of program goals and reviewed by an executive team, the City Manager, and City Council members.

sKILLS & Civic Engagement

* MS Office Suite
* Communication and Marketing
* Education and Outreach
* Data, Research, and Reporting
* Public Speaking
* Training
* Wichita Clean Streams Organization Member