

PROFESSIONAL EXPERIENCE

Assistant Division Director

MI Department of Environment, Great Lakes, & Energy

Materials Management Division, Lansing, MI

03/2023 – present

- Manage budget of approximately \$200 million in State and Federal funding annually and oversee and direct 26 staff. Set office priorities, objectives, operating policies, and formulate long-range plans. Serve as primary contact for relevant Department of Energy (DOE) and Environmental Protection Agency (EPA) grant programs. Oversee preparation of federal and state energy and environmental formula and competitive award applications and other grant opportunities that advances EGLE's mission. Direct and review the activities of professional and nonprofessional employees in implementation of EGLE programs. Assess effectiveness of operations, policies and procedures and determine need for improvement. Advise staff in the resolution of sensitive, complex, and precedent-setting situations; determine the appropriate course of action; assign responsibilities and monitor actions and responses. Work with other EGLE entities, the Department of Licensing and Regulatory Affairs (LARA), Michigan Department of Transportation (MDOT), Office of Future Mobility and Electrification (OFME), Department of Health and Human Services (DHHS) and the Michigan Public Service Commission (MPSC) to set and coordinate office priorities and programs. Resolve conflicts of interpretation of regulations, rules, program objectives, policies, and procedures.

Sustainability Section Manager

MI Department of Environment, Great Lakes, & Energy

Sustainability Section, Lansing, MI

03/2021 – 03/2023

- Manage budget of approximately \$20 million in State and Federal funding annually and oversee and direct 17 staff. Organize, control, and direct the activities and resources of the Sustainability Section, set priorities and objectives for the Section; formulate long-range plans. Determine hiring needs, conduct interviews, hire, train, and evaluate staff. Assign, review, and approved subordinates' work. Assess effectiveness of operations; develop office policies and procedures to address areas of need. Direct Unit managers to assure their staff are clear on federal and states policies, and program requirements. Coordinate Section's work with the Assistant Division Director of the MMD within EGLE. Work closely with EGLE's Office of Climate and Energy to align programs with Office mission. Serve as contact for relevant DOE and EPA grant programs. Oversee preparation of federal and state energy and environmental formula and competitive award applications and other grant opportunities that advances EGLE's mission. Communicate to DOE and EPA problems and/or issues related to awards and represent the office at DOE and EPA functions. Develop budget recommendations and allocations, work closely with MMD's Administration Section on grants and other financial incentives.

State Administrative Manager, Working Out of Class

MI Department of Environment, Great Lakes, & Energy

Sustainability Section, Lansing, MI

10/2019 – 10/2020

- Serve as the Acting Section Manager, supervising the day-to-day operations, including planning, and directing the goals and objectives of the Section, and work closely with the Assistant Division Director.

State Energy Program (SEP) Specialist

MI Department of Environment, Great Lakes, & Energy

Sustainability Section, Energy Services Unit, Lansing, MI

05/2019 – 03/2021

- Manage approximately \$5 million in federal and state funding. Responsible for administering, monitoring, and implementing the most complex and technical grants and contracts for services funded through the DOE SEP. Responsible for ensuring performance of all necessary actions for developing effective grant administration, ensuring compliance with contract terms, and safeguarding the interests of the State of Michigan, Energy Services in its contractual relationships. Energy Services Specialist on SEP issues related to the administration of the SEP that provides energy efficiency

and renewable energy serving as the liaison to management, other state agencies and organizations, and the public on issues related to SEP and related federal grants. Develop reports and provide recommendations regarding the status of SEP funding and program operations. Manage Energy Services budget. Process payment requests for all program area grants, incentives, and sponsorship awards. Review payment request documentation to ensure compliance, submit for approval. Enter all payment requests through SIGMA for payment once approved. Track and monitor all current and prospective State and Federal grant obligations and expenditures, provide weekly reports to Manager. Coordinate DOE SEP Quarterly and Annual reports. Collect and maintain program data for reporting purposes. Compile grant information from respective program areas and submit draft reports for both quarterly and annual reports in PAGE. Perform miscellaneous duties to assist auditing staff, program evaluation and DOE reporting. Oversee the Event and Training Sponsorship Program. Review and process sponsorship requests, conduct due diligence, send award notifications to applicants, coordinate event ads, staff attendees and presentations. Maintain and update the Energy website.

Community Programs Coordinator

Michigan Energy Office, Lansing, MI

05/2018 – 05/2019

- Administer and manage approximately \$350,000 in DOE SEP Community Energy Management grants and incentives. Develop and solicit grant programs to prospective applicants. Coordinate technical review, due diligence and recommend project proposals for funding. Review and approve revised proposals, work plans and budgets to ensure all projects meet program objectives. Conduct in-person and over the phone kick-off meetings, conduct site visits and hold monthly update meetings with grantees. Regularly communicate with grantees to ensure mutual understanding of roles and responsibilities. Provide oversight and support to grantees to facilitate successful project implementation. Review, approve and process budget revisions, grant amendments and grant extensions as needed. Track, review and update all current and prospective State and Federal grant obligations and expenditures, provide weekly reports. Process payment requests for all program area grants, incentives, and sponsorship awards. Coordinate DOE SEP Quarterly and Annual reports. Collect and maintain program data for reporting purposes. Compile grant information from respective program areas and submit draft reports for both quarterly and annual reports in PAGE. Maintain and update the Michigan Energy Office website.

Human Services Transit Planner

Alaska Department of Transportation & Public Facilities, Juneau, AK

04/2014 – 05/2018

- Managed approximately \$2 million in state and federal human service transportation grant programs throughout rural Alaska for the Alaska Community Transit Office (ACT). Prepared transit project information for the Statewide Transportation Improvement Program (STIP). Developed human service transportation grant projects with communities and non-profit organizations around the state. Provided guidelines and technical assistance to communities in the development of coordinated public transit-human services transportation plans. Managed planning, project fiscal and administrative requirements for both public transit and human services grant programs administered through ACT, ensured subrecipient compliance with federal and state requirements. Prepared applications for federal-aid transportation funding in the amount of approximately \$13 million in Federal Transit Administration (FTA) 5311 and 5310 funds. Monitored active grant expenditures and processed subrecipient reimbursement billings with AKDOT&PF accounting staff. Completed annual reporting requirements for both public transit and human service grant programs. Performed closeout procedures and file management for expended grants when appropriate. Assisted in functional development of electronic grant management system as appropriate, including online forms for billing and reporting. Assisted in the planning, coordination and execution of trainings and conferences for current subrecipients and other transit professionals. Maintained and updated ACT website.

Outreach & Orientation Coordinator

University of Alaska Southeast, Juneau, AK

06/2006 – 04/2014

- Build and maintain the Enrollment Management Action System (EMAS) database, provide database training, run, and write reports; analyze trends and assist in data driven recruitment effort. Update and modify the

communication plans annually. Perform cost center clerk duties for Admissions and Recruitment staff: process purchase and travel requests, prepare yearly budget of approximately \$120,000 for Recruitment activities, maintain department purchasing records and monthly credit card records. Design, coordinate, and implement Admissions Office New Student Events for prospective and incoming students. Work closely with other campus departments to develop New Student programs. Develop objectives and learning outcomes, make logistical arrangements including planning meetings, schedule, budget, activities, evaluation, and written reports after New Student events. Coordinate redesign, ordering and maintain inventory of all print materials, promotional items and mailout items. Create, maintain, and update Admissions and Orientation websites, serve as back-up, and provide training for Registrar and Financial Aid websites. Supervise Telecounseling Center, to include hiring, training, monitoring and evaluating up to four student employees.

EDUCATION & AFFILIATIONS

Master of Public Administration, 2013

University of Alaska Southeast, Juneau, AK

- Specific coursework in: Human Resource Administration, Leadership for Public Administration, Organizational Theory and Behavior, and Public Financial Management. Cumulative GPA of 3.70

Bachelor of Business Administration, 2011

University of Alaska Southeast, Juneau, AK

- Specific coursework in: Principles of Management, Legal Environment of Business, Project Management, Database Concepts & Applications, Principles of Managerial Accounting

Grants Management Certificate: Pass-Through Track, 2016

Management Concepts

- Specific coursework in: Managing Federal Grants and Cooperative Agreements for Recipients; Cost Principles: 2 CFR Part 220 (A-21), 225 (A-87), 230 (A-122), and FAR 31.2; Advanced Cost Principles; Uniform Administrative Requirements for Federal Grants 2: 2 CFR 200 (Subparts A-D); Detecting and Preventing Fraud on Federal Grant Projects; Financial Administration of Federal Grants for Recipients

Board Member, Midwest Regional Representative – National Association of State Energy Offices

- August 2023 - Present

Board Member - University of Michigan Center for Sustainable Systems (CSS) External Advisory Board

- October 2022 - Present

Board Member - Rural Partners of Michigan

- May 2019 – Present

TRAINING

- Great Lakes Leadership Academy, Leadership Advancement Program, 2024-2025
- U.S. Environmental Protection Agency, State Pollution Prevention Training, 2022
- Department of Energy, State Energy Program Officials Training 2019, 2022
- State of Michigan Fit Leaders Program, 2019
- AK DOT&PF Leadership Development Program, 2015
- Federal Transit Administration (FTA) State Management Review Workshop, 2014 & 2015
- National Transit Institute (NTI) Trainings:
 - Contract Administration, 2014
 - Procurement for Small and Medium Transit Systems, 2015
 - Managing Community Mobility, 2016
 - Orientation to Transit Procurement, 2016
- National Orientation Directors Association (NODA), Orientation Professional Institute, 2009