

Amy M. Kelly

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Summary of Qualifications

Dedicated and ambitious professional with over fifteen years of experience in the public and private sector, knowledgeable in the numerous administrative and management services that support an organization's mission. Focused understanding of budget management, contract management, personnel management, facilities and maintenance, property/inventory management, lease and building management, and emergency management coordination in addition to outstanding customer service and communication, managerial, analytical, and organizational skills. Ability to effectively multi-task, develop meaningful positive working relationships, produce results quickly, and excel in any field. Committed to achieving the highest levels of professional and personal distinction.

Education

FLORIDA GULF COAST UNIVERSITY — FORT MYERS, FL

Master of Business Administration

December 2013

UNIVERSITY OF FLORIDA — GAINESVILLE, FL

Bachelor of Science in Business Administration

December 2011

TALLAHASSEE COMMUNITY COLLEGE — TALLAHASSEE, FL

Associate of Arts

August 2009

Experience

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES – TALLAHASSEE, FL

Director of Budget, Finance & Accounting

July 2019 to Present

- Continue to ensure the effective operation of the department's Office of Budget Services
- Direct the activities of the department's Office of Finance and Accounting including invoice processing and payment, account reconciliations and forecasting, maintaining financial data and systems integrity, and preparation of Annual Financial Statements
- Implement The 4 Disciplines of Execution process improvement framework within the budget and finance and accounting offices to drive behavioral change and create a culture of engagement and accountability for transformation
- Manage the coordination and implementation of the department's procedures and systems with the new Statewide Travel Management System and prepare for the statewide transition to the new financial system, Planning, Accounting, and Ledger Management (PALM)

Director of Budget Services

May 2016 to July 2019

- Successfully managed the preparation and submission of the department's Legislative Budget Request in the form and manner prescribed in the instructions from the Executive Office of the Governor while maintaining alignment with the department's strategic plan and goals
- Managed the preparation of the department's Approved Operating Budget to ensure consistency with the General Appropriations Act and the intent of the Legislature
- Partnered with leadership and program offices to develop strategic solutions to problems related to fiscal administration and budgetary controls
- Developed budget and program strategies to effectively manage budgets while pursuing operational objectives
- Worked in partnership with the Executive Office of the Governor and Legislative staff to communicate department budget matters
- Effectively monitored budgets, reports, and systems to maintain and ensure integrity of the department's records and accounts

Senior Budget Officer

Aug 2015 to May 2016

- Effectively managed budget analysts responsible for providing professional budgetary support to the department's program offices
- Coordinated and assisted in the development of deliverables associated with the budget cycle and ensured compliance with applicable State laws and department policies
- Assisted in the creation and execution of policy and procedure changes to increase workforce efficiencies and improve employee performance
- Developed budget and program strategies to effectively manage budgets while pursuing operational objectives
- Actively monitored budget trends and provided consultative services and technical assistance to program offices
- Successfully implemented new procedures for the budget amendment process to increase quality and transparency in program budget management

ALPHA II, LLC – TALLAHASSEE, FL

Research and Documentation Manager

Jan 2015 to Aug 2015

- Effectively supervised and managed four employees in the new Research and Documentation team
- Successfully created and integrated the new team into the organization's current structure to improve customer service and the quality of products
- Completed review of requirements and expectations, implemented process improvements, and organized workload for better efficiency and effectiveness in meeting deadlines
- Point of escalation to address complex customer service issues that required detailed and thorough research and coordination across departments to solve
- Ensured that all changes and improvements to products had sufficient supporting documentation, impact identification, and detailed instructions

Special Projects Coordinator

May 2014 to Jan 2015

- Successfully analyzed, reconciled, and addressed customer support tickets to dramatically decrease the number of outstanding inquiries
 - Designed and implemented a more effective multi-functional status report for the customer support department
 - Managed a workflow process between multiple departments to ensure timely response to rapidly changing industry policies
 - Collaborated with prospective customers and the marketing department to evaluate the scope and impact of requested personalization of products
 - Completed special analytical and research projects as assigned by the CEO
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FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES – TALLAHASSEE, FL

Budget Analyst C

June 2013 to May 2014

- Analyzed budget trends to ensure allocations and spending were in accordance with policy directives and legislative intent
- Assisted in consulting with program directors and executive staff to plan and manage programmatic budgets and make recommendations to resolve budgetary problems
- Productively reviewed budgetary actions to ensure accuracy, completeness, and compliance with department policy and State law
- Competently developed and analyzed budget and expenditure reports to maintain financial controls and integrity to guarantee the effective and efficient use of State funds and department resources

Operations & Management Consultant II

Oct 2012 to June 2013

- Successfully prepared monthly budget trend reports for the department's salaries and benefits appropriation category
 - Researched and analyzed budgetary reports for accuracy and compliance with department policy and State law
 - Effectively implemented process improvements and automation in the creation of specialized budgetary reports
 - Developed detailed documentation on report creation and actively educated team members on specific report development
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MEGAS, LLC – TALLAHASSEE, FL

Project Manager

July 2012 to Oct 2012

- Accurately prepared project requirements and specifications documentation
- Efficiently facilitated departmental project requirement and status meetings with executive management
- Prepared and managed the project schedule including estimating resources to meet project deadlines
- Identified the risks, obstacles, and contingencies associated with the project
- Maintained effective communication between all stakeholders

Administrative Assistant to Project Management and Operations

Nov 2011 to July 2012

- Reviewed and prepared technical scope documentation for the Department of Veterans Affairs claims processing project
 - Utilized industry resources to conduct technical research
 - Successfully completed quality assurance testing to analyze the validity of programming changes
 - Prepared presentations and documentation for submission to stakeholders on behalf of the firm
 - Created detailed instructional policies to achieve improved quality assurance and customer support
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FLORIDA AGENCY FOR PERSONS WITH DISABILITIES — TALLAHASSEE, FL

Operations & Management Consultant II

Jan 2011 to Nov 2011

- Managed agency telecommunications statewide
- Acted as the Alternate Emergency Operations Coordinator for the agency
- Managed fixed capital outlay projects including defining budget, design and scope, vendor selection, site visits, and evaluation of final product
- Effectively managed pooled fleet for central and area offices throughout the state
- Provided direction, guidance, and counsel to staff in the management and operations of general service programs and responsibilities

Human Resource Analyst

Jan 2010 to Jan 2011

- Effectively supervised five professional human resource staff in the areas of payroll, benefits, insurance, recruitment, and employee relations in support of approximately 700 employees
- Administered employee payroll and personnel actions in accordance with State law and Department of Management Services rules and guidelines
- Acted as the Assistant Human Resource Manager while providing support and recommendation to agency leadership and management
- Assisted in evaluation of reports and establishment of human resource procedures
- Successfully realigned staff and functional duties to streamline human resource tasks in order to serve our customers more efficiently and effectively

General Services Analyst

May 2007 to Jan 2010

- Implemented and administered the agency's leasing and insurance program in separation from the Department of Children and Families
- Served as the FEMA insurance coordinator
- Managed all leases for the agency with a combined 1.6 million square feet of building space
- Acted as the Agency Energy Management Coordinator in accordance with Executive Order 07-126
- Assisted the General Services Manager with related tasks regarding property, purchasing, contract management, records management, and fleet management