



# KYM HYTRY

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## EXECUTIVE SUMMARY

### COMMITMENT | LEADERSHIP | INTEGRITY

Rich mix of business development, operations, human resources and finance management. Diversely experienced from start-up to work out, turnaround and rapid growth - resolving problems and creating solutions that improve operational efficiency. Goal orientated leadership skills that produce results.

### AREAS OF EXPERTISE

- Strategic / Tactical Planning
- Grants Preparation Management
- Regulatory Compliance
- Space Management
- Business Development
- Center Start-Up
- Human Resource Management
- Faculty and Leadership Recruitment
- Multi-faceted Budgeting
- Large Equipment Acquisitions
- Data Base Development
- Facilitation Of Inter-Departmental Communications & Collaboration
- Oracle
- eBridge

### PROFESSIONAL EXPERIENCE

HYTRY REFRIGERATION, INC (DBA HRI VENDING)

11/2017-CURRENT

#### OPERATIONS MANAGER

Responsible for coordinating and managing all aspects of financial business operations, human resource functions and marketing initiatives.

MEDICAL COLLEGE OF WISCONSIN, WI

12/2002- 10/2017

BIOMEDICAL ENGINEERING DEPARTMENT (BIOTECHNOLOGY AND BIOENGINEERING CENTER MERGED WITH NEW BIOMEDICAL ENGINEERING DEPARTMENT ON 07/01/16)

#### IMPLEMENTATION LEAD SPECIALIST

Responsible for coordinating and managing all aspects of the implementation for the new Biomedical Engineering Department, to be jointly governed by Marquette University and Medical College of Wisconsin. This role is to direct project phases, initiating, planning, executing, monitoring and controlling completion of specific projects. Projects to be implemented include tasks related to facilities changes, staff and faculty recruitment and onboarding, committee and work group support, timelines and calendars, curriculum development, systems changes and communications.

#### Key Function Responsibilities:

- Support the Interim Administrator with the implementation of the Biomedical Engineering Department’s plan for a new curriculum model through the use of solid project management techniques and effective communication and group facilitation skills.
- Assist in the development and implementation of internal workflow policies/procedures; recommend and manage improvement efforts.
- Responsible for all aspects of project management including:
  - a. Preparation of project status reports highlighting work completed and work to be done. Ensuring that all deliverables occur within the approved project scope and that

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outcomes meet approved project requirements. Proactive identification and mitigation project risks. Coordination of project resources.

- Continuously refine and improve efficiency of the implementation process.
- Maintain clear communication with department leadership and stakeholders; reliably capture feedback and action items, produce clear meeting summaries.
- Suggest areas for improvement in internal processes along with possible solutions.

#### MIDWEST LEADER IN RESEARCH & MEDICAL TEACHING

##### CENTER ADMINISTRATOR

Key role in the development of operations and establishment of two large collaborative centers. Serve as a liaison between Center Director, Faculty and the Medical College of Wisconsin Leadership.

##### Key Function Responsibilities:

- Implement and lead change in all facets of the business operations
- Manage day-to-day operations.
- Develop multiple Center's annual budgets (\$10M total budget) within MCW guidelines and timeframes in collaboration with the Center Director.
- Responsible for providing input related to the strategic planning and programmatic development to supporting the long-term goals for the Center in conjunction with Center Director, Faculty and Key leadership.
- Serve as liaison between Center and MCW leadership.
- Facilitate senior management business-level discussions and decisions involving business vision and strategy, standardization of best practices and policies, and project oversight.
- Manage and oversee an annual combined operating budget of institutional and philanthropy funding of \$10 million dollars.
- Space management and reporting responsibility for two Centers.
- Human Resource management and liaison for Center Director, faculty and staff.
- Ensure effective operation of Centers.
- Coordinate functions associated with Faculty and Leadership recruitment efforts.
- Planning and roll-out of all new institutional initiatives across BBC centers and programs (i.e., Taleo, eBridge, Timelink).
- Oversee the development and execution of educational and community outreach activities and programs.
- Provide input and information for Center annual report and other printed publications.

##### Financial and Grants Management

- Manage administrative and financial functions for four large centers and/or programs, which being, the Biotechnology & Bioengineering Center, Innovation Center, Wisconsin Center for Excellence in Genomics Science and Center for Computational Medicine.
- Lead in the coordination of large, complex federal grant and contract mechanisms to include Center, P50, T32, R01, Multi-PI, U01 and Contract submissions. For complex grant submissions, formed an inter-departmental group to include representatives from Grants and Contracts, Sponsored Programs, Legal Compliance, IS and Purchasing to assist and provide necessary information and required compliance documents for submissions.
- Responsible for the fiscal management and federal compliance of combined federal grant dollars of \$30 million on an annual basis.
- Review and approve all grant and Center expenditures for compliance with agency and institutional guidelines.
- Support ongoing development and management of multiple Service Centers.
- Compile reports for granting agencies and principal investigators.
- Assist Principle Investigators with budget development and grant applications, pre and post award.

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- Coordinate the purchase of state-of-the art equipment. Approve payment of properly functioning equipment in an average unit cost of \$1 million.

### **Human Resource Management**

- Directly supervise five administrative staff.
- Provide human resource direction and support for 50 support staff.
- Provide career path direction for all direct and indirect staff for performance reviews, promotion, reclassification, disciplinary action and job description review.
- Facilitate all staff performance evaluations.
- Coordinate all postings and offers for staff.
- Coordinate faculty offers with co-recruit department and center leaders.
- Assist in the job description development of key leadership positions for both Centers.
- Reporting and communication responsibility for FMLA benefit for all direct and in-direct staff.
- Ensure compensation equity is evaluated for all offers that involve cross-center and department positions that are housed within the Biotechnology and Bioengineering Center.
- Process all visa applications
- Developed, communicated and maintained Center specific policies and procedures.
- Developed the community outreach intern program for high school and undergraduate students within the BBC.
- Identify and encourage career development opportunities for administrative and research staff.
- Assist with Postdoctoral Seminar series geared toward professional growth and career development.

### **Technology Development and Evaluation**

- Created employee data base
- Created grant tracking data base
- Created mission based financial data base
- Assess computer hardware and software needs of centers
- Successfully launched automated office procedures using programming and application software
- Transferred Center to administrative paperless processes and systems

### **LEADERSHIP PARTICIPATION**

- Served as an advisor in the development of the institutional Space Management System (SIMS) for center specific issues.
- Served on the Biomedical Joint Department Advisory Board
- Served on Grant Task Force Committee at the request of the Office of Research. This committee focused on the the workflow process for providing efficient, timely, and more direct support of investigators applying for NIH grants and preparing to conduct research. Determine the complementary roles of and responsibilities of departments, centers, and OR units to optimally generate and submit grants and accompanying regulatory administrative material.
- Served on initial committee to assess the necessity and to format a plan for increased communication and institutional awareness across all departmental disciplines to include our partnering constituents Froedtert and Children's Hospital. The outcome of this committee was an Administrative Leadership group be formed with sub-committee focus. The MCW Administrative Leadership group has subsequently been created resulting in successful goals and action items.
- Serve as coordinator for the monthly Basic Science Administrators meetings (on-going).
- Serve on Timelink Leader Task Force (on-going).
- Served as Mentor in the MCW Mentor/Mentee program.
- Invited speaker to present the "center concept" to the Health Policy Institute.
- Provided input and vendor information to the Purchasing Department of our minority partners, assisting in the development of the minority vendor data base currently used by MCW.

### **ACHIEVEMENTS:**

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- Formation of professional and administrative core for Centers. Streamline grant submissions and processes for Center and Department affiliations. Establishment of best business practices and processes for Centers.
  - Launch of paperless purchasing process.
  - Creation and execution of internal Center Policies and Procedures.
  - Establishment of BBC Sick Line which has been a tool for evacuation safety measures and assurance of FMLA benefit issuance.
  - Creation of Memorandum of Understanding for faculty recruitment offers, outlining center and department financial and space commitments.
  - Successfully coordinated the move of center from HRC to TBRC, which included, space planning and design, staff assignments, telecom and electrical requests, renovation and equipment moves.

MIDWEST LEADER IN RESEARCH & MEDICAL TEACHING

05/2000-11/2002

Research, Technology and Informatics, Office of Clinical Trials

**Financial Analyst**

**Key Function Responsibilities:**

- Responsible for financial and administrative leadership for business functions of the Clinical Trials Office
- Perform financial analysis, management, strategic and long-term planning and oversight to support the goals of the Clinical Trials Office
- Assist with contract negotiations with sponsors. Serve as a liaison between the Clinical Trials Office, Radiology and Cardiology Resource Committees
- Monitor clinical trial revenue and expenses
- Serve as a liaison for the Clinical Trials Office for administrative and policy and procedure issues
- Development of Clinical Trial Feasibility Template
- Creation of Financial Structure and Functions
- Assisted with the development and implementation of a campus-wide research billing process

**ACHIEVEMENTS:**

- Development of Clinical Trial Feasibility Template
- Creation of center Financial Structure and Functions
- Assisted with the development and implementation of a campus-wide research billing process

**CERTIFICATES**

- **SUCCESSFULLY NEGOTIATING INDUSTRY CONTRACTS**  
SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL, JULY 25, 2012
- **LEADERSHIP CERTIFICATE IN RESEARCH ADMINISTRATION**  
SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL, OCTOBER 3, 2012
- **CONTINUING EDUCATION – A3 TRAINING**  
WAUKESHA COUNTY TECHNICAL COLLEGE, APRIL 24, 2014

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**PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS**

West Allis, West Milwaukee Wisconsin Crime Stoppers Board Member  
Society of Research Administrators International

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