

KALLIE DAY

329 Zimmerman Rd, Dayton NV kalliebd@daytonnv.gov 775-240-9794

WORK EXPERIENCE

2022- Current *Chief Financial Officer*

- Community Chest, Inc., Virginia City, NV
- Supervisor: Erik Schoen, Chief Executive Officer
- Responsible for the financial health of the agency, establishing fiscal policies & procedures, internal controls, both internal and external audits, HR, member of the Admin Team, reconciles and prepares monthly financials for the Board of Directors, and accountable for all fiscal/administrative staff and case management staff. I am routinely responsible for the oversight of staff and agency wellness. Manages a 6 million dollar budget.

2014- 2022 *Adult and Youth Case Manager, G.A.M.E. Program Director, Case Management Program Director, HR/Grants Manager*

- Community Chest, Inc., Virginia City, NV
- Supervisor: Erik Schoen, Executive Director
- Oversaw all aspects of the AdultWorks and G.A.M.E. Program including staff training, financial oversight, and overall grant management, grant writing, grant reporting, data entry supervision, program quality oversight, fiscal billing, approval of program charges, and management of staff.
- During HR/Grants Management position, oversaw all fiscal grant reporting measures including billing grantors, managing grant spend downs, coordination of benefits for staff, hiring, retention, and working hand in hand with staff to assure programmatic performance.

2013-2014 *Administrative Assistant to the Vice President for Development*

- Sierra Nevada College, Incline Village, NV
- Supervisor: Dino Hernandez, Vice President for Development
- Clerical support for administration, financial management, event support, donor relations and constituent correspondence. Routinely had to interact with a variety of individuals including college professors, college administrators, students, and large donors to the institution.

2010-2012 *Teen Director*

- Boys & Girls Clubs of Western Nevada, Carson City, NV
- Supervisor: Michael-Ann Lazzarino, Unit Director
- Created over 15 educational and creative programs, wrote and maintained grants of up to \$10,000, responsible for the safety and counsel of over 150 middle school and teen members as a mentor, trained and supervised teen staff to prepare for job placement.

EDUCATION Currently searching for Master's Programs

Sierra Nevada College

2014

Bachelor of Arts in Psychology

Research and Academic Advisor: Christina M. Frederick, Ph.D.

GPA: 3.87

Honors List

Western Nevada College

2006 - 2011

Associate of Arts (2009)

Dean's List

GPA: 3.71

INTERNSHIPS

2014 *Intern for Dr. Zahi Hawass, Former Director of Egyptian Antiquities*

- Internship at Sierra Nevada College for the Professor in Residence, Incline, NV
- Supervisor: Deborah Prout, Special Assistant to the President
- Performed secretarial duties for Dr. Hawass including transcribing, organizing, calendaring, and input on writing projects.

2009 *Intern for the Senate Majority Leader: 2009 Session*

- Internship at the Nevada State Legislature, Carson City, NV
- Supervisor: Stephen Horsford, Senate Majority Leader
- Interned as part of a political class at Western Nevada College for the 2009 legislative session. Participated in constituent correspondence, clerical duties, and supported the needs of the Senate.

WORKSHOPS, TALKS AND POSTERS

Frederick, C.M., Day, K.B., Barnes, C.A, King, R., Courtney, C., & Crespo, B. (2014). Active Learning in Practice: Alignment and Misalignment of Faculty and Undergraduate Perspectives. Poster presented at the *Association for Psychological Science 26th Annual Convention*, San Francisco, California. May 2014. Also presented at the *Berkeley Interdisciplinary Research Conference*, Berkeley, California. Poster presented at the *Nevada Undergraduate Research Symposium*, Reno, NV. April 2014. Poster presented at the *Sierra Nevada College Psychology Research Fair*, Incline Village, NV. April 2014. Also presented at the *Presidential Symposium*, Incline Village, NV. April 2014. *Workshop on Active Learning Techniques presented at the Sierra Nevada College for staff and faculty*, Incline Village, NV. January 2014.

Day, K.B., & Frederick, C.M. (2014). To Touch or Not to Touch: Endurance, Accuracy, and Instructor Likability. Poster presented at the *Berkeley Interdisciplinary Research Conference*, Berkeley, California. May 2014. Poster presented at the *Nevada Undergraduate Research Symposium*, Reno, Nevada. April 2014. Poster presented at the *Sierra Nevada College Psychology Research Fair*, Incline Village, Nevada. April 2014. Also presented at the *Presidential Symposium*, Incline Village, Nevada. April 2014