

**KRISTI BYRD KELLY**

123 Intracoastal Drive

Madison, AL 35758

256.361.5372

[emailkristikelly@gmail.com](mailto:emailkristikelly@gmail.com)

(please include the word "email" within the address)

---

**EXPERIENCE**

March 2016 – Present

**VIRTUAL EXECUTIVE ASSISTANT**, Belay Solutions, a division of Miles Advisory Group

- Support C-Level Executives in an administrative capacity
- Successfully works in virtual environment
- Successfully works with high profile speakers/authors/leaders while maintaining discretion and professionalism
- Calendar management
- Email management
- Travel booking
- Meeting and event planning
- Effectively prioritizing multiple projects while managing results
- Planning, organizing and executing projects of varying complexity within specified timeframes
- Working knowledge of Asana, Evernote, Wordpress, Google Calendars/Email, and many other project/time management tools and applications

January 2016 – Present

**GRANT WRITER**, United Ability, Inc. (formerly named United Cerebral Palsy of Greater Birmingham)

**GRANT WRITER**, Huntsville Botanical Garden

- Researched potential funding opportunities
- Composed, edited, revised and submitted all grants
- Acted as administrator of all required reporting for funded grants
- Communicated needs to supervisor

April 2014 - January 2016

**GRANT WRITER**, Huntsville Hospital Foundation

- Researched potential funding opportunities for the 3<sup>rd</sup> largest publicly owned hospital in the U.S.
- Matched funding opportunities with appropriate programs and services
- Acted as administrator of all grants for the following service lines: Neonatal Intensive Care Unit, Neurology and StrokeNet, The Caring House Grief Center for Children, Lung Center, Behavioral Health Unit, Exercise Medicine Program, and Gynecologic Oncology, including clinical research opportunities.
- Composed, edited, revised and submitted all grants in dedicated service lines
- Interviewed physicians and department heads to determine appropriate needs for service lines
- Researched background information of equipment and services to determine statement of need
- Documented all grant activity and correspondence in computer documentation software
- Acted as administrator of all required reporting for funded grants
- Communicated needs to supervisor
- Wrote marketing and publication material for overflow work from Development Staff
- Edited and critiqued other grant writer proposals in the grants department.

September 2004 - September 2013

**EXECUTIVE DIRECTOR, Volunteer position**, Lilies of the Valley Ovarian Cancer Group, Huntsville, AL

- Founded nonprofit support and advocacy group
- Supervised advocacy group for ovarian cancer awareness in north Alabama
- Increased size of group to over 100 members
- Supervised group social and awareness activities
- Supervised Board of Directors

Kristi Kelly ~ 123 Intracoastal Drive ~ Madison, Alabama ~ 35758  
256.361.5372  
emailkristikelly@gmail.com

- Successfully petitioned City of Huntsville for use of public land for memory garden
- Successfully petitioned Blue Cross/Blue Shield of Alabama to include insurance reimbursement based on physician coding relevant to ovarian cancer symptoms
- Supervised construction of a memory garden
- Facilitated caregivers support meeting
- Managed all marketing and public relations appearances and written materials

August 2002 - March 2004

**INSTRUCTOR**, Florida Gulf Coast University, Ft Myers, FL

- Wrote lesson plans, taught classes and managed grading for 4 units of college level English: Business Writing, British Literature and English 101 (2 units)
- Coordinated Writing Lab appointments and schedules
- Partnered with English Department on special projects and services

August 2001 - January 2002

**INSTRUCTOR**, University of Alabama, Birmingham, AL

- Wrote lesson plans, taught classes and managed grading for 4 units of college level English: English 101 (2 units), and English 102 (2 units)
- Partnered with English Department on special projects and services

August 1996 - December 2001

**FACULTY MEMBER**, Homewood High School, Birmingham, AL

- Wrote lesson plans, taught classes and managed grading for approximately 100 students in the following classes (variable by year):
  - Freshman English
  - Senior English
- Developed curriculum for and taught Creative Writing class to fit state curriculum and school standards
- Planned and supervised Senior Class Activities, including Prom and Graduation

August 1994 – May 1996

**FACULTY MEMBER**, Tarrant High School, Birmingham, AL

- Wrote lesson plans, taught classes and managed grading for approximately 100 students in the following classes (variable by year):
  - Sophomore English
  - Physical Science
- Developed curriculum for and taught Creative Writing class to fit state curriculum and school standards

---

### **COMMUNITY SERVICE (Partial List of Most Recent Experience)**

- Huntsville Hospital Foundation Board Member
  - Secretary 2013
- Huntsville/Madison Public Library Foundation Board Member
  - Advocacy Chair, 2016
- First Presbyterian Church, Member
  - LOGOS teacher, LOGOS food service, Nominating Committee, Session Member
- The Vine Pastoral Counseling Center Board Member
  - Fundraising Committee
- Grace United Methodist Church, Member
  - Community Outreach Committee, Chair

Kristi Kelly ~ 123 Intracoastal Drive ~ Madison, Alabama ~ 35758  
256.361.5372  
emailkristikelly@gmail.com

---

## **EDUCATION**

**MA**, Education, English  
University of Alabama, Birmingham, 1996

**BA**, *cum laude*, Secondary Education (English and Earth Science)  
The University of Alabama, Tuscaloosa, 1994

---

## **ACHIEVEMENTS**

- Presidential Point of Light Award, 2008
  - L'Oreal Women of Worth International Finalist, 2007
  - Spotlight Teacher of the Year, Homewood High School, 2000
  - Teacher of the Year, Tarrant High School, 1995
- 

## **PERSONAL**

Husband: Dr. Frank Joseph Kelly, II, gynecologic oncologist

Children: Joseph (13), Belle (11), Anna Clare (9)

I enjoy oil painting, reading, and watching my children play sports. I enjoy learning about and volunteering with nonprofit organizations. I am incredibly blessed with amazing friends and family, and I love to spend time with all of them as often as possible.