

Catherine LeMay

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Summary of Qualifications

- Experienced non-profit and health education administrator with a demonstrated 8-year history of advancing responsibilities in grant management, higher education administration, non-profit management, student experience coordination, project management, strategic planning, public relations, communications, and marketing.

Relevant Work Experience

State of Montana, Department of Health and Human Services

Helena, MT

Montana Access to Pediatric Psychiatry (MAPP-Net) Grant Manager

March 2022-Present

- Manage the State of Montana's Pediatric Mental Health Care Access (PMHCA) Federal Grant administered by the Health Resources and Services Administration (HRSA) that has an annual budget exceeding \$500,000
- Manage additional \$300,000 of PMHCA Expansion Funding awarded Fall 2022, including forming partnerships with statewide behavioral health stakeholders and generating a 20% non-federal match
- Oversee work plan activities/priorities and communicate program deliverables and timelines to federal partners
- Direct program initiatives and priorities in compliance within grant parameters, submit required federal grant reports via EHB
- Increase program outreach and partnerships with local, state, and federal primary care and behavioral health professional organizations, health systems, and other stakeholders
- Manage grant contractors, including RFP development, contract amendments, and contract renewals
- Represent the MAPP-Net program at local, regional, and national meetings
- Facilitate meetings with relevant stakeholders and grant contractors
- Lead planning efforts for the MAPP-Net Annual Pediatric Mental Health Symposium, a CME conference with more than 150 participants and an annual budget of \$75,000

University of Colorado School of Medicine, Department of Family Medicine

Denver, CO

Academic Services Program Manager

July 2021-March 2022

- Awarded the Department of Family Medicine Staff Member of the Year for the 2020/2021 Academic Year
- Develop workflows, scheduling processes, and evaluation mechanisms for the implementation of Longitudinal Integrated Clerkship (LIC) medical student education into four partnering institutions: University of Colorado Hospital (UCH), Veterans Affairs (VA), Children's Hospital Colorado (CHCO), and Salud Family Health Centers (Salud)
- Work with the three coordinators of the UCH, VA, and CHCO LICs to understand the unique needs of each LIC and home institutions to effectively manage shared resources
- Coordinate the UCH, VA, and CHCO LIC student inpatient immersions and continuity clinics in the shared specialties at UCH, including scheduling and coordination of learning experiences for Anschutz Medical Campus (AMC) LIC students that must occur on campus (simulations, workshops, etc.).
- Assist the LIC Director with identifying faculty development needs, recruitment of preceptors, and evaluation of programs
- Chair search committees for LIC coordinator positions, including identifying qualified applicants, interviewing, and hiring open positions
- Assist the Salud LIC Director with all aspects of managing the student experience
- Facilitate complex student and faculty scheduling for clinical experiences requiring monthly coordination and distribution of schedules

Preceptor Coordinator

June 2018-July 2021

- Independently arranged clinical core primary care clerkship experiences for more than 160 students each year
- Managed state-wide clinical faculty relationships and placements for the Rural Track Summer Preceptorship experience
- Ensured medical student compliance with various health systems across Colorado
- Engaged in preceptor recruitment and engagement strategies, including clinical site visits in rural and frontier Colorado
- Organized and certify professional development continuing medical education seminars

Center for Personalized Education for Professionals (CPEP)

Denver, CO

Course Manager

April 2018 – June 2018

- Managed six continuing education courses and two follow-up programs, including joint-supervision of administrative support staff member
- Tracked expenses to ensure budget compliance, assisted with program budget development
- Served as a liaison between CPEP, course participants and their respective referring entities including medical boards, hospitals, attorneys, insurers, and physician health programs

Course Coordinator**April 2016 – April 2018**

- Maintained discretion and HIPAA compliance vetting course participants for CPEP programs
- Negotiated contracts and services with hotels and meeting venues
- Prepared, updated and maintained course learning materials
- Coordinated contracted faculty schedules, scheduled course dates, and arranged travel as needed

Bauerle and Company, P.C.**Denver, CO****Marketing and Administrative Assistant****July 2015 – April 2016**

- Developed and tailored pitch books and RFP responses for new business opportunities
- Contributed to internal and external company communication initiatives through blog posts, social media, press releases, newsletters, client presentations, and digital and print collateral
- Identified opportunities to collaborate with trade associations and other relevant business entities to increase firm's visibility within the Denver Metro Area
- Philanthropy Committee Member

Academic Experience

University of Colorado**Denver, CO****Master of Public Administration, Candidate****August 2019-Present**

- Completed Coursework: Introduction to Public Administration, Public Service Leadership and Ethics, Local Government Politics and Policy, Organizational Management and Behavior, Seminar in Nonprofit Management, Public Policy and the Democratic Process, Nonprofits and Public Policy, Public Budgeting and Finance, Managing for Social Equity (in progress), GPA, 3.96

University of Kentucky**Lexington, KY****Bachelor of Arts in Integrated Strategic Communications, cum laude****August 2011-May 2015**

- Focus: Public Relations
- Minor: History

Former Certifications

State of Kentucky**State Registered Nurse Aide**

- Licensed 2/28/2011-2/28/2013, SRNA #: 50167781

Volunteer Experience

Dance Blue**Lexington, KY****Family Relations Committee Member****April 2013 – May 2015**

- Engaged in a year-long effort to raise awareness and funds for DanceBlue, the largest student-run philanthropy in the Southeastern Conference
- Volunteered weekly in the University of Kentucky DanceBlue Pediatric Hematology/Oncology Clinic
- Served as a liaison between DanceBlue volunteers and families with children undergoing treatment in the clinic

University of Kentucky Chandler Medical Center**Lexington, KY****Patient Experience Volunteer****May 2008-May 2013**

- Enhanced patient and visitor experiences volunteering cross-departmentally in the University of Kentucky Children's Hospital, Markey Cancer Center, Gill Heart Institute, Research Labs, and other areas as needed