Katherine "Kay Kay" Davis

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Executive Profile

Ambitious Information Technology executive who creates strategic alliance with organization leaders to effectively align with and support key business initiatives. Builds and retains high performance teams by hiring, developing and motivating skilled professionals

Education

Texas A&M University, College Station, TX
December 1986 BBA – Business Analysis and Accounting (Double major)

Experience

Sam Houston State University | 1803 Ave I, Huntsville, TX 77340
Associate Vice President, May *2009 – Present*

- The primary objective of this position is to lead the Infrastructure and Support Services Department.
- Provide oversight, development and management of campus wide information security, server administration, campus telecommunications/network, data center operations, and managed applications
- Collaborates with university leaders to align infrastructure operations and systems with university functional and strategic needs.
- Provide leadership, vision, strategic planning, direction and mentoring to staff
- Budget planning, preparations, justification, documentation and controls of requested and allocated budgets.
- Change Manager for Information Technology changes to SHSU automated environment.
- Assume duties of Vice President for Information Technology as delegated

Texas Department of Criminal Justice | P.O. Box 4016, Huntsville, TX 77340
Programmer V – Application and Support Manager, *October 1998 – May 2009*

- The primary objective of this position is manage the day to day activity of the application programming, web administration, data management, and system analysis areas
- Management of permanent and contract staff with daily request for services and projects.
- Review and evaluation of information system requirements to include the development of standard and procedures for staff, and to advise staff of solutions of analysis and programming problems and to instruct staff on new methods and procedures
- Assist with legislation interpretation and implementation of any applicable changes to TDCJ's automated systems
- Responsible for monitoring, scheduling activities and validating changes for the State of Texas Data Center Consolidation efforts for TDCJ.

Program Administrator V – Project Manager, *October 1997 – September 1998*

- The primary objective of this position was to manage the rewrite and conversion of the agencies Payroll/Personnel System to the Texas Comptroller of Public Accounts USPS/SPRS system.
- Responsible for managing and performing computer programming, analysis work and budget preparation in the Payroll/Personnel area.

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- Work involved establishing project goals and objective, planning, scheduling, assigning and coordinating programming and analysis projects, Responsible for the review and evaluation of information systems requirements to include development of standards and procedures.
- Provide technical and functional assistance and training to management and technical staff in matters relating to programming and analysis activities to include change management.

Programmer IV; Lead Financial Programmer, *July 1991 – December 1997*

- The primary responsibilities include supervision of all financial applications programmers to include Payroll/Human Resources, Accounting, Purchasing, Inventory, Vehicles and Fuel Systems.
- Project Manager over the Payroll/Human Resources system to include developing time lines, critical paths process flow analysis and data flow analysis.
- Responsibilities also included training and supervising programming personnel and planning, scheduling, and assigning programming projects.
- Coordinated programming projects with the work of other sections within the agency.
- Developed analysis of new business models and changes to existing business models to include research and design of current process, documentation of processes and project coordination.

Programmer III; Lead Payroll/Personnel Programmer, *November 1989 – June 1991*

- The primary responsibilities included the supervision of employees assigned to the payroll/personnel area.
- Compiled specifications from users and developed complex computer systems to include the design of input media, file design, design and coding of reports/screens formats, preparation of written instructions for computer operations for use in production runs, preparing user manuals and training users of new systems.

Programmer; Application Programmer, *April 1986 – October 1989*

- The primary responsibility of this position was to analyze systems outlines and to develop programs for computer applications.
- Analyze proposed computer application in term of equipment requirements and capabilities.
- Prepared written instructions for computer systems; analyzed technical problems encountered in the use of specialized system software and developed solutions.

Skills
- Leadership in Information Technology environment
- Communication skills
- Budgeting expertise
- Customer-oriented
- Application Development
- Infrastructure Services
- Project Management
- Change Management