

Lynn Grimshaw Maitz

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Director of Innovation, Organizational Development, and Change Management with a Strong Interest in Leading Collaborative Technology Innovation

CAREER HIGHLIGHTS SUMMARY

- Oversaw the development of (and now manage) De Smet's groundbreaking Innovation Space, a multi-functional, high-tech learning facility/library where students engage with peers and professionals, explore virtual worlds, collaborate on group projects, and develop skills as entrepreneurs alongside professional mentors.
- Successfully managed 45 employees/88 volunteers, including recruiting, hiring, training, team building, and terminations. Highly adept at collaborating across departments, teams, and with community partners.
- Attained master's and bachelor's degrees from Louisiana State University (Completed master's degree in 1.5 years.)
- Exceptionally civic minded, serving in leadership roles for several major professional and community organizations.

INNOVATION LEADERSHIP STRENGTHS (Alphabetical):

Analytical, Budgets, Business Process Improvement, Change Management, Cloud Computing, Coaching, Collaboration, Communication, Community Outreach, Continuous Improvement, Cross-functional Team Leadership, Customer Service, Data Analysis, Editing, Employee Relations, Event Management/Planning/Facilitation, Finance Management, Human Resources, Information Management, Innovation, IT, Leadership Development, Management, Marketing Strategy, Mentoring, Measurement, Microsoft Office (Excel, Outlook, PowerPoint, Word), Negotiation, Operations, Organized, Organizational Development, Performance Management, Planning, Policy, Presentation Skills, Problem Solver, Product Management, Program & Project Development/Lifecycle/Management/Risks, Proposal Writing, Research, Public Relations, Public Speaking, Recruiting, Social Media, Solution-Based Decision Making, Strategic Planning, Strategy, Systems/Process Administration, Talent Management, Team Building, Teamwork, Technology, Thought Leadership, Time Management, Training/Development

De Smet Jesuit

2013 – Present

Major, private Catholic high school in St. Louis, MO focused on implementing innovative approaches to learning.

Director of Innovation (Innovation | Leadership | Team Building | Collaborating using Ignatian Design Thinking.

- Manage daily operations, analyze data, purchase/allocate resources, and develop comprehensive budgets.
- Provide research findings and knowledge to Innovation Space users and educate them on research best practices.
- Working with Information Technology, drive technology adoption to move the Innovation Space project forward.
- Selected core team to develop the Innovation Space and continue to provide comprehensive teacher training.
- Identify/develop student innovation programming to support education and mission/objectives of the space.
- Lead ideation activities and innovation competitions to stimulate continuous idea generation and collaboration.
- Build relationships between the school and businesses, identify potential partners, and manage partner relations.
- Conduct research, analyze data and evaluate information to make fact-based recommendations to students.
- Employ strategic mindset, proactive influencing abilities, superior interpersonal/conflict resolution skills to motivate/mentor team members/students and facilitate team-building and culture change to secure buy-in.
- Manage priorities, collaborate, measure, develop reports/presentations to convey complex concepts clearly.
- Participate/lead professional organizations/networking events and continually develop professionally.
- Maintain Moodle page, manage social media (Twitter, Facebook, and LinkedIn) and conduct virtual, phone and on-campus briefings to collaborate and communicate with model school representatives and other innovators.
- Created/maintain the core team to oversee innovation programs, practicing superior team building skills.
- Conduct several separate focus groups with parents and students, collect participant feedback, create summary digests for the administration, and collaborate with other departments and executives to interpret data.
- Collaborated with a grant writer and wrote sections of grants to successfully ensure adequate innovation funding.
- Work with leadership and a digital media student to develop all innovation-related (on | Organization Development)
- Developed/now implement strategic plan/vision for groundbreaking Innovation Space, working with architects, etc.
- Identify innovative projects and lead a collaborative team of 9 educators videos, and used Premier Program to edit and conducted voice-over recordings using video editing equipment to communicate effectively.

- Created Independent Study program and secured mentors, created communication plan to ensure its continuation.
- Lynn Grimshaw Maitz, cont.**

St. Louis County Library (Daniel Boone branch), St. Louis

2007 – 2013

The largest library system in Missouri with 20+ branches and 12+ million items in circulation.

Assistant Manager (Management | Leadership | Team Building | Innovation | Collaboration | Community Relations)

- Managed staff and built teams of 45 employees and 88 volunteers in the busiest library branch in Missouri.
- Mastered technology upgrades/developments and communicated with and trained other in usage of new systems.
- Created innovative training programs to train new managers in procedures, scheduling, and library policies.
- Appointed by Assistant Director to serve on Strategic Plan Committee; presented recommendations to library board.
- Developed breakthrough system to resolve scheduling issues which was adopted across the entire library system.
- Created/maintained three separate budgets and formulated comprehensive proposals for special events funding.
- Trained 38 managers in new scheduling system (AMH), which eliminated a backlog/ensured 24-hour turnaround.
- Created targeted programming and events for customers to attract attendance ranging from 10 to 250 people.
- Led continuous customer-focused outreach initiatives to the community to build loyalty and increase library usage.
- Provided extensive customer service, as well as enrichment programming and training to library constituents.
- Collaborated often with community partners on several successful, major community-focused events.
- Troubleshooted the Automated Materials Handler and interacted with IT extensively on technical issues and projects.
- Designed a volunteer training program that generated a 50% increase in revenue of the annual book sale.
- Led development of electronic and print resource instructions for ESL (English as a Second Language) customers.
- Innovated/implemented cloud computing using Google Docs to maintain a schedule for three departments.
- Assembled performers, food vendors, children's activities for Asian Heritage Festival; 9 countries/1,000 attendees.
- Modified an outreach program to successfully attract a diverse group of potential users in underserved populations.
- Monitored and managed project budgets and developed project objectives, plus the roles/functions of project teams.
- Partnered with L'Ecole Culinaire on "A Culinary Trip to the Orient; 20% of funds were donated to the Asian Center.
- Solicited donation from Qdoba for appreciation event. Expanded sponsorship to Teen Summer Reading Club.

ADDITIONAL EXPERIENCE

Manager, (Innovation | Community Relations) Williamson County Library System, Nashville, TN (2005 – 2007)

Master's Degree Program Student, Louisiana State University, Baton Rouge, LA. Attained MLIS degree. (2003 – 2004)

Circulation Support /Reserves Representative, Austin Public Library Faulk Central Library (2001- 2002)

EDUCATION

MLIS - Master of Library and Information Science, Louisiana State University-Baton Rouge, LA

- K-12 Louisiana State School Library Media Certification | 120-hour practicum | Finished 2-year program in 1.5 years

BA – Bachelor of Arts, English Literature, Minor in Italian, Louisiana State University-Baton Rouge, LA

- Studied in Florence, Italy and Accra, Ghana - Completed four-year program in three years

CONTINUING EDUCATION:

Ethics, customer service, serving cultural communities, management/leadership style, and personal productivity

PROFESSIONAL & VOLUNTEER AFFILIATIONS:

- Healthcare Businesswomen's Association - St. Louis (HBA)
- West County Chamber of Commerce (WCCC)
- Professional Women's Alliance (PWA)
- Beyond Housing
- Roosevelt High School Community Council
- Tower Grove East Neighborhood Improvement Board
- Medical Library Association (MLA)
- St. Louis Regional Library Network (SLRLN)
- American Library Association (ALA)
- Missouri Library Association (MLA)
- Association for Library Service to Children (ALSC)