

PROFESSIONAL SUMMARY

- ◆ *MS, Business Organizational Management Concentration: Human Resource Management*
- ◆ *BS, Psychology*
- ◆ *Twenty (20) years of experience in organizational, personnel, budget, project, and grants management*
- ◆ *Demonstrated organizational leadership-people, data, and tasks*
- ◆ *Ability to quickly assimilate information and utilize it to develop/improve programs or processes*
- ◆ *Demonstrated ability to work effectively and respectfully with diverse teams*
- ◆ *Demonstrated ability to articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts*

RELEVANT PROFESSIONAL EXPERIENCE

Small Business Owner/Consultant

G2 Diversified Services

06/16 to present

- ◆ Conduct organizational assessments and develop comprehensive reports, including prioritized recommendations and timelines, that identify areas where action is needed to improve organizational functioning or address compliance issues/areas of risk.
- ◆ Work with businesses to address day-to-day staff operations and HR compliance concerns, as well as, to develop HR practices aligned to the organization’s business objectives and strategic plans.
- ◆ Lead strategic planning sessions that result in concrete goals, objectives, and action plans that guide organizational direction.
- ◆ Provide professional guidance, mentoring and support to management level staff.
- ◆ Provide customized training for organizational and employee development.
- ◆ Assist organizations to develop projects and to prepare proposals for local, state, federal and private funding sources.

Executive Director of Human Resources

Fairbanks North Star Borough School District

05/13 to 07/16

- ◆ Participated on the Superintendent’s Executive Team that sets strategic and operational direction for the school district.
- ◆ Developed and recommended policies and actions pertaining to personnel management, including the functions of recruitment, selection, placement, orientation, evaluation, employee benefits, salary placement, termination, and leadership development.
- ◆ Assisted with the direction of the leadership and management development program for administrators throughout the district; assisted administrators with personnel matters in areas such as performance management.
- ◆ Directed the recruitment program of the district, including the advertising and processing of all applications for employment. Established proper screening procedures and recommended applicants for employment. Oversaw the development and maintenance of job descriptions for positions in the district.
- ◆ Provided guidance and support on matters pertaining to retirements, leaves of absence, assignments, transfers, salary administration, employee benefits, and reductions in force.
- ◆ Oversaw and participated in the development of strategies for negotiating new labor contracts, preparation of collective bargaining proposals, contract maintenance, and grievance resolution, including arbitration.
- ◆ Maintained responsibility for compliance with federal and state legislation pertaining to all personnel matters, including seeking legal guidance when appropriate.
- ◆ Oversaw labor and employee relations and EEO functions, including personnel investigations.
- ◆ Oversaw and managed Americans with Disabilities Act compliance; through interactive dialogue, worked with supervisors and employees to determine if reasonable accommodations were warranted.

Grants and Special Projects Director

Fairbanks North Star Borough School District

09/05 to 04/13

- ◆ Successfully restructured the Grants Department that was frequently out of compliance and underperforming with a team of 2.5 FTE staff to improve operations, to align with district policies and to comply with state and federal regulations.
- ◆ Led a team of staff from 16 different departments to facilitate the development of the Educational Technology Plan; authored the plan.
- ◆ Led the development of the district's plan to effectively utilize ARRA Stabilization funding; managed the expenditures for the \$8.9 million budget; received extremely positive feedback from auditor tasked with monitoring compliance.
- ◆ Led strategic planning sessions of the CTE leadership team and the CTE advisory council to help revitalize the district's Career Technical Education Program.
- ◆ Co-wrote the school district's Guide to Grants Management.
- ◆ Directly managed the Department of Defense Education Activity, Smaller Learning Communities, Carl Perkins, Youth First, AK Construction Academy, and CTE Implementation grants.
- ◆ Prepared grant applications for local, state, federal and private funding sources.
- ◆ Evaluated project designs, management plans, and budgets for federal Department of Education and Fairbanks North Star Borough grant proposals to determine if they would be recommended for grant funding.
- ◆ Worked collaboratively with district departments and community agencies to meet project/program goals, objectives, and deliverables.
- ◆ Negotiated contract and grant amendments with government agencies, while ensuring compliance with district, state and federal regulations.
- ◆ Provided oversight, training, and support to grant managers to ensure that the administration of district grants adhere to district, state and federal policies and regulations.
- ◆ Conducted mock site visits to prepare schools, departments and staff for compliance monitoring visits from state and federal agencies.
- ◆ Prepared and presented grant management training on topics such as Compliance: Governing Grant Documentation and Regulations, Filing and Record Keeping, and Budget Development and Revisions.

Safe Schools/Healthy Students (SS/HS) Grant Director

Fairbanks North Star Borough School District

11/03 to 08/05

- ◆ Renegotiated with the federal government components of the grant to align to district needs.
- ◆ Managed the day-to-day operations of the SS/HS program, including managing the \$1M per year budget.
- ◆ Lead strategic planning sessions to formulate the direction of the Safe Schools Healthy Students project and to prepare long and short range goals in collaboration with grantors, community agencies, and program staff.
- ◆ Collaborated with multiple community agencies, including the Division of Juvenile Justice, Division of Behavioral Health, Fairbanks Community Behavior Health, Fairbanks Native Association, Fairbanks Police Department, and Resource Center for Parents and Children, to implement the project.
- ◆ Worked with principals at 32 schools to identify and address their school's needs in relation to the SS/HS project.
- ◆ Implemented within schools model prevention programs, including *Olweus Bullying Prevention Program*, *Second Step* violence prevention curriculum, and *Parenting Wisely*.
- ◆ Oversaw the development and implementation of the a district-and-community-wide *15+ Make Time to Listen, Take Time to Talk...about Bullying* media campaign.
- ◆ Led the development of the framework for the PASS (Positive Alternative to School Suspension), GIS+ (Guided Independent Study Plus), and LIFT (Learners in Full Transition) Programs.
- ◆ Collaborated with community providers and district staff to develop the framework and procedures for conducting threat assessments.
- ◆ Developed, hosted, and provided training for the Family Toolbox Parenting Education workshops.
- ◆ Chaired the SS/HS Advisory Committee that included Fairbanks Community Behavioral Health Center, the Fairbanks Police Department, Fairbanks Native Association, Fairbanks Youth Facility, Alaska State Department of Health and Social Services, Resource Center for Parents and Children, and Fairbanks Public Health Center.
- ◆ Developed and distributed within schools and the community a comprehensive Community Resource Guide.

Education & Training Program Manager

Adult Learning Programs of Alaska

07/01 to 11/03

- ◆ Concurrently completed a Master's degree in Business Organizational Management Concentration: Human Resource Management; used knowledge gained to assist with agency restructuring.
- ◆ Conducted job analyses and developed new job descriptions as part of the agency's restructuring process.
- ◆ Analyzed compensation structure and revised to ensure fairness and improve employee retention.
- ◆ Revised performance appraisal tool to align with agency goals.
- ◆ Recruited and advertised for open positions and processed applications.
- ◆ Developed a system for and maintained personnel files for all employees.
- ◆ Performed background checks on new hires.
- ◆ Managed employee benefits, including COBRA, medical, dental, vision, long term disability, and retirement.
- ◆ Provided employee orientation to new hires.
- ◆ Wrote HR procedure manual.
- ◆ Facilitated Myers Briggs Type Inventory training as well as Communication Skills, Conflict Management and Suicide Awareness workshops.
- ◆ Responsible for the recruitment, supervision, and performance evaluation of a department of 40+ employees
- ◆ Managed, monitored outcomes, and submitted required reports for six federally and state funded programs.
- ◆ Developed and managed expenditures for \$850,000 budget.
- ◆ Liaised with state, educational, and other private and public agencies in planning, collaboration, promotion, and execution of organizational activities
- ◆ Prepared and submitted verbal and written reports to Board of Directors, state and federal funding agencies, and community agencies.
- ◆ Received the administrator of the year award from the Alaska Adult Basic Education Association.

Work First! Grant Program Manager

Peer Helper Grant Project Manager

Senior Community Employment Program Manager

Adult Learning Programs of Alaska

11/98 to 07/01

- ◆ Managed day-to-day operations, including budget management, of Work First! Program, Peer Helper Project, and the Senior Community Employment Program.
- ◆ Recognized for exceptional management of the WF! Program; grantor chose to continue for another contract period without a competitive bidding process.
- ◆ Responsible for the recruitment, supervision, and performance evaluation of a department of five full-time employees and 15+ part-time senior employees.
- ◆ Assessed clients' ability to succeed in the workforce and jointly developed individual career plans using information obtain from administering and interpreting assessments designed to indicate skill level, employment interests, and barriers.
- ◆ Coordinated with state and community agencies to direct and refer clients to appropriate resources.
- ◆ Provided to over 400 welfare-to-work clients services and supports to include guidance, mentoring, and training in order to prepare them to obtain and sustain employment.
- ◆ Worked with community agencies to assess their personnel needs and to place senior employees within their organizations for training; provided staff development and support to senior employees; conducted performance appraisals and provided employee counseling as needed.
- ◆ Developed and maintained tracking system for clients from multiple programs from referral to program completion.
- ◆ Facilitated job readiness workshops to include résumé writing, application preparation, and effective interviewing techniques.
- ◆ Completed requirements to become Myers Briggs trainer; facilitated training for the agency and the community.
- ◆ Helped to craft the vision for restructuring the agency; authored several papers on change management and its impact on employee development and retention.

Natural Helpers Grant Coordinator

Fairbanks Crisis Clinic Foundation

06/98 to 12/98

02/96 to 06/97

- ◆ Managed day-to-day operations of Natural Helpers Program.
- ◆ Developed curricula and provided training to students and school district staff; supervised 11 advisors and two assistants.
- ◆ Facilitated communication skills, conflict management, suicide awareness, and other workshops related to healthy adolescent behavior.
- ◆ Developed and maintained evaluation tool to monitor effectiveness of the Natural Helpers Program.

EDUCATION

Master of Science, Business Organizational Management, Concentration: Human Resource Management

University of La Verne, November 2001, GPA 4.0

Bachelor of Science, Psychology (Cum Laude)

University of Alaska Fairbanks (UAF), May 1995

COMMUNITY AFFILIATIONS/CIVIC PARTICIPATION

- ◆ Fairbanks North Star Borough Salaries and Emoluments Commission: Commissioner 2017
- ◆ City of Fairbanks Fact Finding Commission: Commissioner 2017-2021
- ◆ Bright Futures Fairbanks: Volunteer Planner 2017
- ◆ Northern AK Chapter Society for Human Resource Management: VP Programs 2017
- ◆ Fairbanks North Star Borough Health and Social Services Commission: Commissioner 2011-2013
- ◆ Big Brothers Big Sisters: Board Member 2011-2013
- ◆ United Way of the Tanana Valley: First Vice President 2010-2013
- ◆ UAF Community and Technical College: Community Advisory Board Member 2009-2013
- ◆ Adult Learning Programs of Alaska: Board Member 2006-2008
- ◆ Alpha Kappa Alpha Sorority, Inc.: Member 1988-present

ACADEMIC HONORS

- ◆ Psi Chi Honor Society
- ◆ Phi Kappa Phi Honor Society
- ◆ Golden Key National Honor Society