

QUALIFICATIONS: Administrative Director with proven track record of leadership and dedication to successful event and association management and applies planning and high energy to ensure that team effort is incorporated to the success of events, association, company and public policies.

EXPERIENCE:

TOTAL EVENT & ASSOCIATION MANAGEMENT (TEAM), Stuart, FL

President, 3-03 to present

- Owner/Manager of business operation
- Select, train, motivate, and evaluate personnel
- Negotiate contracts
- Prepare annual budget and quarterly financials
- Manage Corporate Event & Association Client Accounts
- Develop marketing and promotional materials

AMERICAN MEMBRANE TECHNOLOGY ASSOCIATION (AMTA), Stuart, FL

Administrative Director, 1-01 to present

- Manager of association operation
- Negotiate all hotel contracts and other business contracts
- Prepare quarterly and year-end financial statements
- Prepare annual budget ~\$600,000 & many event budgets
- Increased membership by 88% within 3 years
- Solicit sponsorship and grant funding
- Manage seminars, conferences, & workshops
- Assist 20+ member board and numerous committees
- Develop marketing and promotional materials
- Coordinate all CEU and PDH license requirements

SOUTHEAST DESALTING ASSOCIATION (SEDA), Stuart, FL

Administrator, 8-04 to present

- Manager of association operation
- Negotiate hotel contracts and other business contracts
- Prepare quarterly and year-end financial statements
- Prepare annual budget ~\$150,000 & many event budgets
- Increased membership by 57% first year managed
- Assist 11 member board and numerous committees
- Manage seminars, workshops and short schools
- Coordinate all CEU and PDH license requirements
- Assist with Newsletter production and distribution
- Maintain and safeguard documents and records

SOUTHWEST MEMBRANE OPERATOR ASSOCIATION (SWMOA), Vista, CA

Administrative Director, 05-06 to present

- Manager of association operation
- Negotiate all hotel contracts and other business contracts
- Prepare quarterly and year-end financial statements
- Prepare annual budget ~\$100,000 & many event budgets
- Assisted with formation of association
- Developed structure of membership
- Solicit membership and sponsorship
- Assist 9 member board and numerous committees
- Develop marketing and promotional materials
- Manage seminars, conferences, & workshops
- Coordinate all CEU and PDH license requirements

CARIBBEAN DESALINATION ASSOCIATION (CaribDA), Stuart, FL

Administrative Director, 01-11 to present

- Administrative Manager of association
- Negotiate hotel contracts and other business matters
- Assist Treasurer with annual budget and event budgets
- Solicit membership and sponsorship
- Assist 9 member board and numerous committees
- Develop marketing and promotional materials
- Manage seminars, conferences, & workshops
- Manage Association Website
- Assist with Newsletter production and distribution
- Maintain and safeguard documents and records

SPECIAL DISTRICT INSTITUTE (SDI), Vista, CA

Manager, 11-97 to 2-04

- Manager of business operation
- Select, train, motivate, and evaluate personnel
- Negotiate contracts
- Prepare annual budget and numerous event budgets
- Manage seminars & workshops
- Manage database and website operations
- Develop and maintain computer applications
- Develop marketing and promotional materials

TRI-CO FLOORS, La Mesa, CAMarketing Director, 9-96 to 11-97

- Director of marketing and sales division
- Developed cost-effective marketing plan
- Managed public and business relations
- Developed and maintained computer applications
- Supported President and Vice President

CONSTRUCTION CONTRACT MANAGEMENT SERVICES, INC. (CCMS), San Diego, CAMarketing Director, 2-95 to 9-96

- Manager of marketing and office operations
- Selected, trained, motivated, and evaluated marketing personnel
- Prepared contracts and scope of work
- Supported President and Vice President

CITY OF OCEANSIDE, Oceanside, CACity Council's Office – Legislative Aide, 6-90 to 12-94

- Assisted public and resolved complaints
- Prepared and analyzed budget and staff reports
- Coordinated Economic Development
- Staff member and coordinator of various City Commissions and Committees

City Clerk's Office – Secretary, 3-89 to 6-90

- Updated City Codes and Regulations
- Researched documents and records
- Explained City Codes
- Prepared minutes, letters, agendas, bulletins and reports
- Administered Fair Political Practices Commission's (FPPC) Filings
- Coordinated City Commissions – minutes, vacancies, agendas, and FPPC forms

FLOWERS FROM THE HEART, Vista, CAOwner/Manager, 2-85 to 10-88

- Managed business, personnel, and accounting
- Computerized office system
- Maintained good labor, public, and customer relations

LEVITT ANIMAL HOSPITAL, San Marcos, CAManager, 1-83 to 2-85

- Managed business, accounting, and office operations
- Maintained records of daily, monthly, and annual profits
- Managed personnel, including hiring, promoting, training, and firing

EDUCATION/CERTIFICATION/AWARDS:

- San Diego State University - BA, Public Administration
- Vista High School - High School Diploma
- Convention Industry Council - Certified Meeting Professional (CMP)
- Presidential Award, American Membrane Technology Association
- Outstanding Service Award, Girl Scouts Troup #4450

CURRENT MEMBERSHIPS/ACTIVE PARTICIPATION:

- American Society of Association Executives (ASAE)
- Association Management Companies Institute (AMCi)
 - Past Chair, RFP Task Force Committee
- Meeting Professional International (MPI)
 - Former Board Member, San Diego Chapter
- Stuart Airport Business Condominium Association

FORMER MEMBERSHIPS/ACTIVE PARTICIPATION:

- City of Oceanside's
 - Integrated Waste Commission – Staff Liaison
 - Transportation Commission – Staff Liaison
 - Housing Commission – Staff Liaison
 - Economic Development Task Force – Staff Liaison
 - Sister Cities Task Force/Foundation, Former Board Member
 - Chamber of Commerce – Community and Government Affairs Commission
- North County Coalition on Solid Waste Issues
- San Diego Greater Chamber of Commerce
- San Diego Economic Development Corporation
- TeamCalifornia
- League of California Cities Environmental Policies Committee
- League of California Cities Transportation and Public Works Committee
- California Coastal Commission
- San Diego County Water Summit
- California Women in Government
- California Women in Construction
- Women Construction Owners and Executives
- California Special Districts Association (CSDA)
- Association of California Water Agencies (ACWA)
- American Society of Interior Designers/Industry Partners (ASID/IP)
 - Passport to Design Committee – Trade Show and Showcase House Committee
- American Subcontractors Association (ASA)
 - Awards Committee
 - Membership Committee
 - Golf Committee
- Construction Specification Institute (CSI)
- California Society of Municipal Finance Officers (CSMFO)
- Society of Government Meeting Planners (SGMP)

REFERENCES:

Don Rodee, Former Council Member, City of Oceanside
 1510 Wilshire Rd.
 Fallbrook, CA 92028
 760-724-2083 or cell: 619-813-2083

Ben Movahed, Past President
 American Membrane Technology Assoc. (AMTA)
 WATEK Engineering Corporation
 12122-B Heritage Park Circle
 Silver Spring, MD 20906
 301-933-9690 or cell: 301-523-0156

Scott McClelland, President
 Southwest Membrane Operator Association (SWMOA)
 c/o Sweetwater Authority
 PO Box 2328, Chula Vista, CA 91910
 619-409-6825 or cell: 619-929-9977

Harold Fravel, Jr., President
 Southeast Desalting Association (SEDA)
 c/o Dow Water & Process Solutions
 120 Ocean Grande Blvd Apt 303, Jupiter, FL 33477-7376
 561-745-5368 or cell 561-385-8468