

LOU THOMPSON

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KEY PROJECT MANAGEMENT SYNOPSIS

Executive-level Project Manager with 35 years of training/education, Web-base management and business experience in both the private and non-profit sectors with key emphasis on infrastructure management, membership and communications, vendor management, development support, program development and grant management.

EDUCATION

Sonoma State University • Multiple Subject Teaching Credential

Sonoma State University • Bachelor of Arts Degree in Liberal Studies (Hutchins)

Santa Rosa Junior College • Associate of Arts Degree in Liberal Arts

Additional Training—

Santa Rosa Junior College • Web Publishing—HTML

Volunteer Center of Sonoma County • Fund Raising/Resource Development—Certificate

Copeland Consulting • Management Training including; Supervision, Managing Performance, Facilitation, Decision Making, Interpersonal Skills, Team Building

Glenn Price Group • Grant Seeking Fundamentals, Intermediate Proposal Development, Program Fund Planning and Advanced Proposal Strategies, and Management Training

EXPERIENCE

Consulting Project Executive, Papillon Business Solutions—2004-Present

<http://papillonbusinessolutions.com>

Internet • Web design, maintenance, e-newsletters

Meetings • Use time wisely, meaningful agendas, staff input, facilitators, software support, timing

Internal Controls • Sarbanes-Oxley compliance, review of fiscal management, separation of duties examination

Employees • Handbook, health & safety procedures, training

Calendaring, Time & Task Management • Strategies and techniques, tracking, evaluation

Hiring & Firing • Laws & regulations, job descriptions, recording keeping, advertising, templates, interview questions

Organizational Charts • Hierarchical, Matrix, Flat (also known as Horizontal)

Policies & Procedures • Mission, values, governance, special projects, branding style guide

Employees • Handbook, health & safety procedures, training

Filing & Storage Systems • Electronic, hardcopy, systems

Physical Environment • Desk control, display

Development Administrator, Redwood Empire Food Bank and Becoming Independent—2005-2010

Fund Development • Direct mailing, major event, corporate sponsorships, annual meeting & report, public relations, webmaster, monthly giving development and management

Capital Campaign • Committee support, event planning, collateral

General Development • Grant management, staff supervision, database administrator, webmaster

Finance/Administrative Services, American Legion Auxiliary, Becoming Independent, YWCA Sonoma County, Redwood Empire Food Bank—1997-2010

Financial Operations • Budgeting up to \$1.6M, banking, reporting, planning, policies and record keeping, grant management

Administrative • Human resources oversight, general office supervision, IT/data management, bookkeeping oversight, membership support up to 28K, board of directors support

Operations, Papillon Learning Center, American Legion Auxiliary, Becoming Independent, YWCA Sonoma County—1985-2008

Facilities Management • Health & safety, equipment & machines, security, buildings, vendor contact and contracts, OSHA compliance

Educator/Advocate, Sonoma County Public Schools, Papillon Learning Center—1976-1998

Teacher • Multi-subject contained classrooms K-8th grades, advocate for parents/students

Entrepreneur • Tutoring 1st-12th grade students, adult job skills preparation, retail sales

COMMUNITY SERVICE

Sonoma County Museum • Volunteer Coordinator Development

Redwood Empire Food Bank • Web Site Consulting/Web Site Co-Management

Circle of Sisters • St. Joseph Healthcare System Webmaster (4yrs)

Department of Health Services, Sonoma County • Web Site Consulting

Becoming Independent • Web Site Consulting/Web Site Management

Sonoma County Down Syndrome Support • Webmaster (6yrs)

ALA East Palo Alto Unit 472 • Webmaster (7yrs)

California Girls State • Counselor/Computer Consultant & Webmaster/Volunteer (12yrs)

Project Graduation Sonoma County • County President (3yrs)/Volunteer (6yrs)

Project Graduation Cloverdale • President (2yrs)/Volunteer (6yrs)

Cloverdale Citrus Fair • Youth in Action Director (3yrs)/Employment

American Legion Auxiliary • All Major Offices Unit/District/Member/Consultant/Volunteer (30yrs)

City of Cloverdale • Various Commissions, Committees/Recreation Department Employment

Lions Clubs International • Lion of the Year (2yrs)/Member (6yrs)

EXAMPLES OF SIGNIFICANT MEASURED PROJECTS

Consolidated investments to facilitate monitoring/management leading to a 42% overall increase within three years

Overhauled budget meeting process and budget format

Developed employee handbook, evaluation process, and time-on-job monitoring system

Consolidated and reassigned job duties increasing overall employee output while reducing staff to accommodate for temporary reduction of revenues

Built and maintained 400+ page Web site visited/used by members nationwide; received five awards from National American Legion Auxiliary

Computerized hundreds of documents, most published to Web site; bookkeeping; databases

Created/implemented 5-year plans in areas of finance and public relations

Reduced postal expenses by encouraging 95% of executive board to use email/Web site as major form of communication

Moved scholarship program from office to Web site, reducing expenses by \$6,000

Located and entered into 3-year lease for 2,000+ sq/ft professional office space

Satisfied 7-year reporting discrepancies between non-profit and HUD within first 5 months of employment

Analyzed and reorganized chart of accounts and job allocation codes

Managed concurrently 17 federal, state, and local grants totaling \$900,000

Participated in 9 external annual audits

Controlled site security and health & safety program of five sites and 300+ employees

Implemented internal controls for three employers

PROFESSIONAL REFERENCES

Benita McLarin, MS, MHA
Alameda County Medical Center
Executive Director of Ambulatory Services
Oakland CA
707.301.2607
bmclairn@aol.com

Karen D. Shanley
Shanley & Associates Inc
President/Registered Investment Advisor
San Luis Obispo CA
805.783.7470
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Sandra D. Rice
Emma L Bowen Foundation
Vice President - Eastern Division
New York NY
212.975.2597
sdrice@cbs.com

Linda J. Workman
First Republic Bank
Vice President, Loan Services Support
San Francisco CA
415.288.7521
lworkman@firstrepublic.com

Redwood Empire Food Bank
David Goodman 707.523.7900

YWCA Sonoma County
Denise Frey 707.546.9922

Becoming Independent
Cami Weaver 707.524.6600

American Legion Auxiliary
415.861.5092

NON-PROFIT AND FOR-PROFIT EXPERIENCE AND SKILL SETS

Research & Development • Daily Report of Business (DRB) System Created For National Car Rental, Inc; Analysis; Document & Program Design; Five-year Planning for Finance and Public Relations; Procedure Books

Public Relations • Strong Interpersonal Skills; Assertive; Team Member; Writer (Series Of Business Profiles, One-Time News Articles); Promotion; Speaker; Desktop Publisher

Fund Raiser & Event Planner • Major Event Planning (One-Day to Four-Day Events); Grant Management; Grant Writing; In-Person & Written Solicitations; Follow-Up; Familiar with IRS Requirements; Publicity

City Development & Planning • Appointed Member of Fiscal Review and Parking Review Committees; Active Chamber of Commerce Member; Downtown Merchants' Association

Entrepreneur, Consultant & Retailer • Successful Ten-Year Tutoring Business Conducted from Professional Downtown Office; Incorporation of Retail Department; Marketing; Hospitality; Independent; Web Design; Educational Toys & Games; Employee Hiring and Management; Relationships with Nationally Recognized Wholesalers; Created All Forms Relating to Business; Environment Design; Display

Office Skills • Computer; Business Plan; Highly Skilled at Document Creation; Databases; Tax Preparation; Budgets; Bookkeeping; Phones; Scheduling; Written Communications; Billing; Archiving; Travel Planning

Employer • Create Applications and Pre-Employment Testing Tools; Interviewing; Develop Safety Procedures; Scheduling; Evaluations; Inter-Office Communications; Employee Management (Accountants, Administrative Assistants, Tutors, Reception, Sales); Weekly Meetings

Teacher & Trainer • Evaluation and Consultation; Individualize Teaching; Monitor Learning; Revise Strategies; Leadership Training Seminars; Time-Management Seminars; Computer Training for Job Market Re-Entry; Placement Test Preparation; Hosted Five Foreign Exchange Students

Counselor & Advocate • Provide Support for Parents & Their Children Regarding Issues Relating to Public School Including Responsibilities of Public Education; Represent Students During Meetings Between Parents and School Staff; Facilitate

Negotiator & Shop Steward • Conflict Resolution; Mediation; Arbitration; Negotiation

Activities & Recreation Planner • Create and Direct Summer Recreation Program for Community; Parks and Recreation Commissioner; Director of Recreation for Private Business

Non-Profit Organization • Director on Executive Boards; Various Offices Held Including Presidency of Seven Boards; Build/Manage Completely Electronic Focus Group