

Danielle Tomerlin M.P.A.  
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***Project Manager with expertise in  
 business, sustainability, and implementation***

<b>Experience Summary</b>	<p><b>12 years program development and project management for universities and agencies</b>  <b>12 years supervision, strategic planning, and policy writing</b>  <b>10 years lectures, training, and curriculum development</b>  <b>10 years environmental and sustainable policy and practices</b>  <b>Managed projects ranging from \$500,000 to \$5 million</b>  <b>Grant writing of \$1 to \$5 million</b>  <b>Writing, research and publication</b></p>
<b>Education</b>	<p>Ph.D. Business and Tech., Organizational Management, Capella University- Est. Sept. 2011          M.P.A. (Public Administration), Arizona State University - December 2007          B.A. Sociology, Arizona State University - May 2005          A.A. Business, Mesa Community College- May 2002</p>
<b>Program Development</b>	<p>Implemented policy and programs with initiative and independent judgment for Facilities Management Department in largest public research university in the United States, with a 2010 student enrollment of 70,440.</p> <p>Collaborated with Scientific Steering Committee to plan, organize, develop, implement and direct operations of sustainability project for University and International collaborations within 12 countries with 30 associates.</p> <p>Collaborated, created and supported new and existing events to incorporate sustainability into every aspect of university and college operations and life.</p> <p>Designed on-line curriculum for a new sustainability degree program at Rio Salado College, and acted as academic committee chair for new sustainable foods degree program.</p> <p>Obtained a \$100,000 grant for the Sustainability Program at Rio Salado from Kitchell Const.</p> <p>Obtained several grants for capital investments and supplies for the Museum of Science and Sustainability.</p> <p>Obtained a Sustainability Quality Award for Rio Salado College from American Association for Sustainability in Higher Education.</p> <p>Travel Internationally to Conferences, Meetings, and Symposiums for research and best practice collaboration.</p> <p>Served on Conference Committee for American Society for Training and Development.</p>
<b>Training and Publication</b>	<p>Author, <i>Carbon Audit 2009</i>, Rio Salado Community College.</p> <p>Co-Author, <i>Superior and Queen Valley</i>, Images of America Series, Arcadia Publishing.</p> <p>Design, coordinate and teach classes, presented at conferences and public events.</p> <p>Research subject materials and maintained references for book, journal and working papers.</p> <p>Script writing and research for curriculum and video production.</p> <p>Created and maintained newsletters designed and administered informational displays and brochures. Responsible for training and marketing materials, mailings, and schedules.</p> <p>Designed and delivered training for employees of Facilities Management Department at Arizona State University.</p>
<b>Project Management and Administration</b>	<p>Prepared, interpreted, analyzed and distributed carbon audit reports and climate action plans.</p> <p>Responded to various sustainability data and informational requests, acted as liaison for new inquiries, college memberships, and recruiting of members and students.</p>

	<p>Assisted with grant applications and reports, updated website, and other sustainability publications. College sustainability expert for press and interviews from media.</p> <p>Supported an International Urbanization and Global Environmental Change science project, grant funded by the National Science Foundation and housed at Arizona State University.</p> <p>Maintained budgets; oversaw expenditures, accounts payable and receivable, budget planning, analysis, auditing and reconciliation for financial records and grant management.</p> <p>Provided supervisory and administrative support for a diverse 260 employee and 11 manager office that is on call 24 hours a day.</p> <p>Prepared, interpreted, analyzed and distributed project reports and responded to data and informational requests, acted as liaison for inquiries and recruited project members.</p> <p>Planned and coordinated classes, conferences and public events in the US and internationally.</p> <p>Handled logistics for travel, meetings, and arrival of visiting scholars and associates.</p> <p>Hired, trained, supervised and evaluated staff and student workers in University setting.</p> <p>Performed payroll submission, audits, and reconciliation.</p> <p>Prepared, analyzed statistics, audits and submitted annual reports.</p> <p>Collaborated with management and team members to plan, organize, develop, implement and direct operations of department staff for University and College wide projects.</p>	
<b>Consulting</b>	<p>Project work for the Bureau of Land Management at the National Training Center.</p> <p>Partnership and Community Support research and consulting for James Kent Associates.</p> <p>Project work for Human Resources Department at First American Title.</p> <p>Carbon audits and environmental reporting for clients of SOS Consulting.</p> <p>Administered, analyzed and reported on 360 Degree Feedback Surveys.</p>	
<b>Computer Skills</b>	<p>Author and maintain complex documents and materials in Microsoft Word, Excel, Access, Publisher, PowerPoint, Visio, and Project.</p> <p>Author and maintain software programs such as EndNote, and Adobe Acrobat.</p> <p>Utilize advanced level skills in on-line communications and research technology.</p>	
<b>Employment</b>	<p>James Kent Associates, <i>Sustainability Consultant</i></p> <p>Rio Salado College, Maricopa Community College District, <i>Sustainability Consultant/Coordinator</i></p> <p>Arizona State University, Urbanization and Global Environmental Change Project, Global Institute of Sustainability, <i>Coordinator</i></p> <p>Schumacher Organizational Solutions, <i>Training and Marketing Coordinator</i></p> <p>Arizona State University, Facilities Management, <i>Office Specialist Sr.</i></p>	<p>2010-2008-2009</p> <p>2007-2009</p> <p>2000-1998-2007</p>
<b>Memberships</b>	<p>Museum of Science and Sustainability (MoSS), Board of Directors, President</p> <p>San Tan Valley Chamber of Commerce, Board of Directors</p> <p>Candidate for Pinal County Supervisor</p> <p>American Association for Sustainability in Higher Education (AASHE)</p> <p>Central AZ College Education Alliance Advisory Committee</p> <p>Pinal Partnerships, Economic Development Group</p> <p>U.S. Green Building Council, Arizona Chapter</p> <p>North Eastern Pinal and East Valley Economic Partnerships</p> <p>Southeast Valley Optimist Club, Charter President</p>	<p>2007-2011</p> <p>2007-2009</p> <p>2008</p> <p>2008-2009</p> <p>2008-2009</p> <p>2008-2009</p> <p>2008-2009</p> <p>2008-2009</p> <p>2007-2009</p> <p>2007-2009</p>
<b>References</b>	Available upon request	1998-2011