

Tina Davis

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- Relevant Experience -

- ✓ Microsoft Office, Adobe, Google Suite, video conferencing
- ✓ Strategic planning, long-term goals
- ✓ Grant facilitation/management
- ✓ Budget development/administration
- ✓ Research, data collection, evaluation
- ✓ Legislative/Municipal policy & regulatory structure
- ✓ Community outreach/education
- ✓ Large organization management/oversight
- ✓ Excellent written and oral communication
- ✓ Strong logistical and organizational skills
- ✓ Positive and effective teamwork
- ✓ Analytical thought, decision processes

Professional Experience

February 2019 - current

Desert Research Institute, Reno NV - Program Specialist II, Division of Earth and Ecosystem Sciences

- Project management, U.S. Army research contracts:
 - Facilitate contract compliance, timeline, daily team activities and schedules
 - Document preparation – technical editing, formatting, submission to contract sponsor
 - Monthly activity reporting to sponsor
 - Project budget development, tracking, and allocations
 - Complex record management and archiving
 - Data collection, analysis, reporting
 - New staff onboarding, training
 - Other as necessary per contract terms and supervisor/team needs
- Organize and coordinate logistics of travel and field work:
 - Lodging, transportation, equipment needs, expense reports, vehicle maintenance
- General administration:
 - Word processing and spreadsheets, scheduling meetings, meeting notes, administrative coordination, Personally Identifiable Information security.

February 2010 - October 2016

Resource Concepts, Inc., Carson City Nevada - Word Processing Technician

- Word processing environmental/natural resource/wildfire management, engineering documents (NEPA, CEQA compliance), and company correspondence, transcription
- Proposal development
- Marketing material development
- Library and archive management
- Community outreach and education
- Event planning
- Other as requested

August 2005 – June 2008

Carson City School District, Carson City Nevada – Substitute Teacher

- Long-term teaching English, History, Social Studies

December 2000 - August 2005

Resource Concepts, Inc., Carson City Nevada - Engineering & Natural Resource Technician, Technical Writer

- Technical writing and editing environmental and engineering documents (NEPA, CEQA compliance), research, proposal development.

- Field team and technical writing team, Statewide Wildfire Risk/Hazard Assessment, 2005 (with Nevada Fire Safe Council)
- Community outreach and education
- Library and archive management
- Field work in support of natural resource management team projects
- Reception, travel logistics, purchasing, inventory, company calendar, company vehicle maintenance, other as requested.

Community Engagement

- Sierra Club, Toiyabe Chapter: 2018-current
 - Executive Committee: club management, environmental issue campaign organizing and collaboration, paid staff oversight
 - Political Committee: political candidate endorsements, collaboration with elected officials
 - Legislative Committee: track state legislative committees, review environmental issues legislation, legislative messaging/lobbying
 - Volunteer recruitment and engagement
 - Community outreach
 - Cross-organizational collaboration
 - Clean Transportation for All Planning Commission Training graduate
 - Anti-Racism Team, Nevada Environmental Justice Coalition
 - 5R Revolution Team, plastics reduction advocacy
- Washoe Democratic Party Candidate Resources Committee Chair: 2019-current
 - Training local political candidates: public speaking, messaging, social media
 - Collaboration with national candidate training organizations
 - Team building
 - Volunteer engagement
 - Fundraising
- Candidate for Nevada State Senate: 2018
 - Public speaking, messaging
 - Community outreach, education, and collaboration
 - Direct experience and strong understanding of state legislative and local political processes
 - Collaboration with and endorsement by labor unions, other organizations
 - Campaign finance and budgeting
 - Volunteer coordination
 - Media relations, social media platforms
- Friends of the Nevada State Museum: 2009-2018
 - Long-time board member as Chair, Vice Chair, and Secretary
 - Lead meetings, minutes and note taking, coordination with Board and museum staff
 - Organizing and producing highly successful fundraising events
 - Educational outreach and assistance
 - Volunteer retention, team building
- Rotary Club International, Carson City Club: 2009-2015
 - Advisor to incoming foreign exchange students

Education

Western Oregon University, Monmouth OR, June 2000

BA Humanities/History

- Sigma Tau Delta International English Honor Society