



BOARD/COMMITTEE/COMMISSION APPLICATION

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application *AND* either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Harbor Commission

Name: Shauna Thornton Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 7 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: First National Bank Alaska

Organizations you belong to or participate in: Rotary, SAFV, Center for Community, Youth Advocates of Sitka, Quilt Guild, Sitka Historical Society, Alaska Day Festival, United Way Southeast, Fortress of the Bear.

Explain your main reason for applying:

The Harbor Commission is an integral part of our community, and it takes all of us to assist in making Sitka run smoothly. I would like to continue to serve on the commission for the next three years.

What experience or credentials will you bring to the board, commission, or committee membership?

I sit on many boards and understand the commitment. I have a master's in public administration and found that over the years I have loved to serve the community and help make things good for all of our residents.

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in a closed executive session. In this case, do you wish to be present when your application is discussed? Yes No I am unable to attend in person but could be there by Zoom,

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 5-7-2024 Applicant Signature: 

Shauna L. Thornton

Objective:

As an experienced management professional with over ten years of outstanding managerial experience, I would like to utilize all my previous experience related to managing and critical decision making. I would also like to lead a team and display my leadership qualities. My goal as an experienced management professional would be to participate in management discussions, build productive teams, and make vital decisions in favor of the company and its employees and make a mark as a manager in the company's history

Summary of Qualifications:

- Computer literate: Microsoft Word, Excel, Outlook, PC Law, QuickBooks, various specialty programs for business and accounting.
- Excellent interpersonal skills and a history of dealing with diverse professionals, clients, and staff members. Exceptional at building, developing, and maintaining strong relationships.
- Capable of finding fast and effective solutions to problems.
- Able to work under pressure and maintain confidentiality.
- Research and investigative skills. Able to make effective use of all available resources.
- Personal Attributes: Self-starter, fast learner, decisive, team player, and goal-oriented.
- Demonstrated success in organizing and fundraising for a variety of activities and organizations.
- Extensive leadership and team-building skills. Collaborative leader.
- Accounting Skills: Payroll, accounts receivables, and accounts payables.
- Adept at working across departments, with faculty, administrators, and cross-training and promoting students.

Education:

Currently Attending

North Central University

Organizational Leadership

University of Alaska Southeast

May 2017

Masters Public Administration

May 2014

Bachelor of Liberal Arts

Minor-Anthropology

August 2015

Accounting Technician Certificate

Experience:

First National Bank Alaska

2019-Current

Lending Branch Manager I

- Responsible for all aspects of the bank's branch from daily transactions to consumer and commercial lending.
- Responsible for cash transactions, loan applications and closings, and various other financial responsibilities.
- Plan and implemented branch sales promotions.
- Responsible for the branch's legal and regulatory compliance and performed routine internal audits.
- Responsible for the safety and security of the branch.
- Responsible for branch personnel: hiring, coaching, mentoring, performance management, terminations, scheduling, training, and various other personnel tasks.
- Conduct effective and efficient meetings with personnel and the public.
- Foster positive customer and community relations in alignment with the organization's goals and objectives.
- Perform routine branch and personnel audits.
- Act as a liaison between other branches and personnel.

Northrim Bank-Sitka Financial Center

2019

Branch Manager I

- Responsible for all aspects of the bank's branch from daily transactions, including consumer lending.
- Responsible for cash transactions, loan applications and closings, and various other financial responsibilities.
- Plan and implemented branch sales promotions.
- Responsible for the branch's legal and regulatory compliance and performed routine internal audits.
- Responsible for the safety and security of the branch.
- Responsible for branch personnel: hiring, coaching, mentoring, performance management, terminations, scheduling, training, and various other personnel tasks.
- Conduct effective and efficient meetings with personnel and the public.
- Foster positive customer and community relations in alignment with the organization's goals and objectives.
- Perform routine branch and personnel audits.
- Act as a liaison between other branches and personnel.

Joseph Kashi Law Office

2012 to 2017

Legal Assistant

- Drafting legal documents and correspondence.
- Conduct legal research and investigation.
- Accounting: Payroll, quarterly tax returns, accounts receivables, and accounts

payables using specialized legal software.

- Office administration: Scheduling, greeting clients, answering phones, maintaining office files, and other miscellaneous office duties.

KRCSU, Kenai River Campus

2014 to 2017

Student Union Advisor

- Coach and mentor students to achieve leadership goals for future endeavors.
- Change management by aligning students with the University's goals and objectives.

University of Alaska

2012 to 2014

Coalition of Student Leaders

The Coalition of Student Leaders is a statewide student organization consisting of student government representatives from across Alaska and encompassing the diverse scope of student affairs and needs by promoting their educational needs, general welfare, and rights.

- Communication, team building between faculty, staff, state legislature, and the community.
- Promote change management with current students to become positive potential leaders within the community.

Kenai Peninsula College

2009 to 2012

Student Admin. Assist/Student Union President & VP

- Planned and coordinated events for students and faculty.
- Created and developed programs and events to engage students with their personal career growth.
- Made detailed oral and written presentations of curricular actions in public student forums.
- Managed five officers with various job duties and tasks.
- Interacted with organizational staff, executives, clients, vendors, and visitors daily.
- Established and implemented administrative policies and procedures for the office.
- Maintained the office database – retrieved and organized information for individual employees and clients.
- Created spreadsheets and presentations for faculty.
- Provided written evaluation of each applicant, interviews, and final recommendations to faculty.
- Maintained inventory and stock to maximize revenue.
- Purchased office equipment and supplies–contacted vendors and subcontractors.
- Performed various administrative duties such as documenting, photocopying, mailing, and organizing filing systems.
- Coordinated agendas for meetings with visitors and clients.
- Answered telephones and transferred calls to appropriate staff members.
- Sorted and distributed incoming communication data, including faxes, letters, and

emails.

Boys and Girls Club

2008 to 2009

Group Leader

- Planned and organized group activities and events.
- Group team leader and team builder while fostering positive outcomes towards the organization's goals and objectives.
- Performed administrative job tasks such as drafting correspondence, copying, mailing, and various other tasks.

Mount Redoubt Designs

2005 to 2007

Sales Associate

- Responsible for handling over 2/k customers at multiple location sites in various countries. Including drafting proposals
- Planned and implemented various effective sales promotions/product demonstrations and trade shows in multiple location sites.
- Effectively and timely, moved several design collections to various locations within the US and Internationally.
- Creatively gave several marketing concepts/designs, which the company utilized with clients.
- Maintained company's database, including mass marketing product emails.
- Maintained and updated the company's website.
- Proficiently and timely procured, packaged, and delivered orders to various customers

Alaska USA Federal Credit Union

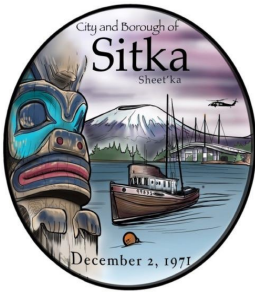
2002 to 2006

Sales Manager/Senior Sales Associate for Retail Branch

- Responsible for cash transactions, loan applications and closings, and various other financial responsibilities.
- Responsible for all aspects of the bank's branch.
- Responsible for the branch's legal and regulatory compliance and
- performed routine internal audits.
- Responsible for safety and security for the branch.
- Responsible for branch personnel: hiring, coaching, mentoring, performance management, terminations, scheduling, training, and various other personnel tasks.
- Conducted effective and efficient meetings with personnel and the public.
- Planned and implemented sales promotions.
- Fostered positive customer and community relations in alignment with the company's goals and objectives.
- Performed routine branch and personnel audits.
- Acted as a liaison between other branches and personnel.

Accomplishments:

- Effectively advocated and campaigned to pass Proposition B to obtain approval for funding various University of Alaska capital projects and plans to construct a student dormitory at the Kenai River Campus, while acting as a liaison for both the students, faculty members, and the community.
- Sitka Rotary President-Elect 2019-20
- Rotary's Paul Harris Award for community service recipient 2016-
- Former Reporter for Kenai Peninsula Connection Newspaper, "Word on Campus."
- Sitka Ports and Harbor Commission- Commission Member
- Brave Heart Volunteers- Sitka- Board Member
- Ocean Waves Quilt Guild- Sitka
- Youth Advocates of Sitka- Board Member
- Sitka Legacy Foundation- Board Member
- Sitkan's Against Family Violence Board Member
- Various other non-profits and volunteer for events



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SHAUNA THORNTON PO Box 2156	907-598-1171 shaunat600@gmail.com	11/28/17 3/13/18 4/13/21	3/24/18 3/13/21 4/13/24	CHAIR
TAMY STEVENSON PO Box 6145	907-244-8853 tamysoper2@gmail.com	3/26/19 3/9/22	3/26/22 3/9/25	VICE CHAIR
DAVE GORDON 717 Lake Street	907-738-0515 sitkadgordon@gmail.com	12/13/16 12/10/19 12/13/22	12/13/19 12/10/22 12/13/25	
TYLER GREEN 322 Wachussetts Street	907-738-5010 tgoceancowboy@gmail.com	2/12/19 6/11/19 8/9/22	6/14/19 6/11/22 8/9/25	
JORGEN ELIASON 131 Riggs Road	907-738-3334 jorgeneliason907@gmail.com	10/25/22	10/25/25	
ANDREW CALLISTINI 106 Naomi Kanosh Lane	907-747-5494 callistini@gmail.com	12/27/22	8/11/24	
JUSTIN PEELER 4120 Halibut Point Road	907-340-6106 justinpeeler79@gmail.com	10/11/23 2/27/24	1/12/24 2/28/27	
Stan Eliason Office: 617 Katlian Street	907-747-3439 w 907-738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Alicia Soto Harbor Office Manager	907-747-3439 w alicia.soto@cityofsitka.org			Secretary
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Assembly Liaison
Scott Saline PO Box 3183	907-738-7889 assemblysaline@cityofsitka.org			Alternate Assembly Liaison

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May; 2nd Wednesday 6:00 p.m.
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: March 11, 2024