



Application for Appointment to Boards, Committees, and Commissions City and Borough of Sitka

Board/Commission/Committee: Marijuana Advisory Committee

Name: Jennifer Robinson Daytime Phone: (907) 738-2664

Address: PO Box 901 Evening Phone: Same

Email Address: jenann75@gmail.com Fax Number: NA

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

Employer: Owner of JI Design & Photography

Organizations you belong to or participate in:

Greater Sitka Chamber of Commerce as well as some national photography and design organizations

Explain your main reason for applying:

The commercialization of cannabis would create substantial social and economic impacts on the City of Sitka. The positives and negatives of these impacts need to be carefully considered. I feel that with my experiences with the business community and our local schools, I would be a valuable contributor to the work of the committee.

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

I have 10 years experience in running my own business including my current business, JI Design & Photography. I was the Executive Director of the Sitka Chamber of Commerce for 4 1/2 years, I served 3 years on the Sitka School Board ending my term as President, I served for 2 years on the Tourism Commission as Chair, I graduated with honors from the University of Alaska Anchorage,


Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

My mom is Mayor Mim McConnell

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: November 4, 2015 Signature: 

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Jennifer Robinson

November 2015



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222 Lance Drive Apt 3
Sitka, AK 99835

907.738.2664 cell
jenann75@gmail.com

OBJECTIVE

To obtain a seat on the Marijuana Advisory Committee for the City and Borough of Sitka.

QUALIFICATIONS

- Utilize strong leadership qualities and creative problem solving skills to work effectively with others, both as a team member and independently.
- Efficiently apply strong computer skills and software knowledge to organize and manage multiple aspects of a project as well as basic daily tasks.
- Creatively execute multiple tasks with strong initiative, a willingness to learn, and a finely tuned attention to detail.

EDUCATION

Institute for Organization Management | Los Angeles, CA

Completed three years of a comprehensive course of study in nonprofit management through the US Chamber of Commerce Foundation's Institute for Organization Management program.

University of Alaska Anchorage | Anchorage, AK

Graduated with Honors earning an Associate of Arts, Liberal Arts Degree.

Business Computer Training Institute | Vancouver, WA

Completed a 36-quarter credit hour Office Skills and Word Processing course.

COMMUNITY SERVICE

President | Sitka School District

Advocated on behalf of children and public education at the community, state and national levels. Adopted policies to assess, monitor, and promote student performance in accordance with state and national standards. Attended, participated in and lead regular school board meetings, work sessions and state and national trainings. Hired a new Superintendent and performed annual evaluations to insure efficient operation of the Sitka School District and high student achievement. Approved financial statements and adopted an annual budget in the range of \$21,000,000. Approved negotiated collective bargaining agreements and other contracts in accordance with Sitka School Board policy. Annually evaluated board performance and set goals for the district aimed at strengthening collaborative leadership for student success.

Chair | City and Borough of Sitka Tourism Commission

Attended and effectively ran regularly scheduled meetings. Worked with members of the commission and community to develop a plan for signage and wayfinding to guide tourists safely through Sitka. Collaborated with the Sitka Branding Committee to develop a plan for merging the signage and wayfinding project with the development a Sitka brand for a unified look and feel. Effectively presented the plan to the Sitka Assembly and secured funding to move forward. Continued working toward the success of the project by serving as a member of the Branding and Signage Working Group that was formed under the Sitka Convention and Visitors Bureau.

President | Live Oak Middle School PTO

Prepared and ran all meetings, set agendas, delegated tasks, planned and organized both fundraisers and student activities, rewrote organizations bylaws, designed and maintained online forum, represented the PTO at School Board Meetings, attended additional training on own initiative to further educate myself about state and federal education laws and programs, helping me to become a more effective leader.

WORK EXPERIENCE

Owner | JI Design and Photography

Develop and maintain quality relationships with clients, create and implement effective advertising campaigns, design marketing materials, maintain bookkeeping and client management records, conduct product research and purchasing, interview, hire and train employees, design and maintain multiple websites, have mastered advance use of Adobe and Microsoft software, creatively execute all photography and graphic design assignments.

Executive Director | The Greater Sitka Chamber of Commerce

Responsible for recruiting and retaining members while maintaining focus on membership needs, creating and managing the annual budget, communicating with membership and public through press releases, interviews and weekly e-newsletters, planning, promoting and implementing weekly luncheons, fundraising and events, representing the board of directors and membership at city assembly meetings and the state legislature in advocating for business, serving as the 'voice and face' of the Sitka Chamber through public and face-to-face meetings, preparing for and implementing monthly board meetings, and maintaining the integrity of the organization through accurate recordkeeping, reporting and filing.

Branch Office Administrator | Edward Jones

Responsible for effectively executing office administrative duties while growing strong relationships with clients by providing excellent service. Functions included setting and preparing for appointments, processing of transactions, trades and accounts, managing phone calls and walk-ins, ordering supplies and processing office expenses, organization of marketing and mailing campaigns, coordinating client seminars and classes, keeping current with system and regulatory changes, and maintaining organized records.

Owner | Tender Moments Childcare

Organized and operated a home childcare business. My marketing materials and parent information folders were used by the Elmendorf Air Force Base childcare coordinators as samples to teach other providers.

Member Service Representative | ALPS Credit Union

Maintained excellent member relations, acted as vault teller, prepared night depository, assisted members with transactions, conducted research, composed business correspondence, answered multi-line phones.

REFERENCES

Available upon request.