

## **POSSIBLE MOTION**

**I MOVE TO** reappoint Shauna Thornton to a three-year term on the Port and Harbors Commission.



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

Board/Commission/Committee: Harbor Commission  
 Name: Shauna Thomson Daytime Phone: [REDACTED]  
 Address: [REDACTED] Evening Phone: [REDACTED] \*  
 Email Address: [REDACTED] Fax Number: [REDACTED]  
 Length of Residence in Sitka: 10 yrs Registered to vote in Sitka? ☒ Yes ☐ No  
 Employer: Northrim Bank

Organizations you belong to or participate in: Just moving here and have joined Rotary, Attend Chamber, Board Member / Board Heart Volunteers  
Previous Chair Kari Haas Commission member of Parks & Rec

Explain your main reason for applying:

I have a lot to offer the City and Community of Sitka

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

Currently Enrolled Ph.D. Program, Masters Public Admin  
Coalition of Student Leaders Sys Rotor Paul Harris Award Winner  
& others

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to: None

- 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.

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: 3-6-18 Signature: Shauna Thomson

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

## 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 take important 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 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 of working under pressure and maintaining 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 raising funds for a variety of activities and programs.
- 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:**

North Central University

Currently attending Ph.D.

Organizational Leadership

University of Alaska Southeast

May 2017

Masters Public Administration

May 2014

Bachelor of Liberal Arts

August 2015

Accounting Technician Certificate

## **Experience:**

**Northrim Bank-Sitka Financial Center**  
**Assistant Manager**

**Current**

**Joseph Kashi Law Office**  
**Legal Assistant**

**2012 to 2017**

- Drafting legal documents and correspondence.
- Conduct legal research and investigation.
- Accounting: Payroll, quarterly tax returns, accounts receivables and accounts payables.
- Office administration: Scheduling, greeting clients, answering phones, maintaining office files, and other miscellaneous office duties.

**KRCUSU, Kenai River Campus**  
**Student Union Advisor**

**2014 to 2017**

- 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**  
**Coalition of Student Leader**

**2012 to 2014**

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.

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

**Kenai Peninsula College**  
**Student Admin. Assist/Student Union President & VP**

**2009 to 2012**

- 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 on daily basis.
- Established and implemented administrative policies and procedures for 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 system.
- 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 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.
- Draft 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 company utilized with clients.
- Maintained company's database, including mass marketing product emails.
- Maintained and updated company's website.
- Proficiently and timely procured, packaged, and delivered orders to various customers.

Alaska USA Federal Credit Union

2003 to 2005

**Sales Manager/Senior Sales Associate for Retail Branch**

- Responsible for all aspects of the bank's branch.
- Responsible for branch's legal and regulatory compliance and performed routine internal audits.
- Responsible for safety and security for 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.
- Responsible for cash transactions, loan applications and closings, and various other financial responsibilities.
- Performed routine branch and personnel audits.
- Acted as a liaison between other branches and personnel.

Boys and Girls Club

2000 to 2003

**Art Director/Group Leader**

- Organized and implemented activities.
- Program coordination for special projects and presentations.
- Fundraising.

**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.
- Rotary's Paul Harris Award for community service recipient 2016
- Currently serving as Acting Treasurer for a nonprofit corporation, ARTSpace, Acting Board Member and Treasurer for the Kenai Fine Art Center and a former Board President from 2012 to 2014; and President of the Kenai Peninsula College Media Group.
- Former Reporter for Kenai Peninsula Connection Newspaper "Word on Campus."
- Additional non-profit experience available upon request.
- Sitka Ports and Harbor Commission- Commission Member
- Brave Heart Volunteers- Sitka- Board Member
- Ocean Waves Quilt Guild- Sitka



## PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL NURCO PO Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17 12/12/20	CHAIR
MELISSA GREENHALGH PO Box 25	738-1320 melissarae1984@yahoo.com	2/11/15 5/24/16	3/26/16 5/24/19	VICE CHAIR
JOSH ARNOLD 106 Shotgun Alley	738-0854 747-0545 oceanlure@gmail.com	5/13/14 5/23/15	5/22/15 5/23/18	
BRENDAN JONES PO Box 6265	738-8209 brendanisaacjones@gmail.com	2/9/16 6/14/16	6/11/16 6/14/19	
DAVE GORDON 717 Lake Street	738-0515 sitkadgordon@gmail.com	12/13/16	12/13/19	
KEN CREAMER 101 Sunset Drive	738-0223 747-8903 k.creamer@gci.net	9/12/17	10/27/18	<i>Skousen's term</i>
SHAUNA THORNTON PO Box 2156	598-1171 shaunat@gci.net	11/28/17	3/24/18	<i>Knox's term</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Aaron Bean 103 Toivo Circle	738-8923 assemblybean@cityofsitka.org			Assembly Liaison
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.org			Alternate Assembly Liaison
Kristi Jones Harbor Office Manager	747-3439 w kristi.jones@cityofsitka.org			Secretary

7 members from the public, 3-year terms  
 Established by Resolution 88-375  
 Nine meetings per year, September – May, 2<sup>nd</sup> Wednesday 6:15 p.m.  
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: December 14, 2017