



INGRID PEDERSON, MPA

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Highlights:

2013 - Master of Public Administration, with a focus on Nonprofit Leadership
Seattle University

2014 - Business Consultancy
Pederson Planning Services

18 years' experience in Office Management and business logistics.

10 years' experience Social Services sector.

1988 BA in Humanities, Seattle University

Languages:
English and Spanish

Interests:

Voyaging/Seafaring
(sailed to American Samoa from Seattle, WA USA in 2014)

The Arts

References gladly available upon request

EDUCATION

Seattle University - Master of Public Administration, with a focus on Nonprofit Management - 2013 Capstone Study Title: "501 Commons: How to best meet the training needs of rural Nonprofits in Washington State"
Bachelor of Arts in Humanities, Minor in Foreign Language (Spanish) - 1988

PROFESSIONAL EXPERIENCE

Pederson Planning Services - Management Consulting, 2014 to Present
PPS assists organizations in their development and capacity building through planning and implementation. Clients include nonprofit organizations as well as for profit businesses in the US and American Samoa.

Lincoln County Oregon, Office of the District Attorney - Legal Clerk, 2013-2014

Performed discovery on legal cases and other duties requiring keen attention to detail, impeccable discretion, and excellent proofreading skills.

501 Commons, a Nonprofit Organization focused on Capacity Building- Graduate level Intern, 2012 - 2013

Designed and developed a new program for the organization, including budgeting, software delivery platform comparison, organizing community input through advisory group process, drafting communications, website design, performing community needs assessment, facilitating a stakeholder involvement and collaboration process, performing a best practices review, designing of program evaluation tools and more.

Talent Services, Payroll Management for Talent & Crew -Account and Office Manager, 2001 - 2013

Problem-solved difficult labor issues, interpreted union contracts and maintained updated knowledge of laws relating to multi-state employment especially as relating to the entertainment industry nationwide.

Film Nomads, Film Production Company - Production Coordinator, 2004-2006

Event planning and logistics for crew of 40 persons on photo shoots for well-known US advertising campaign shooting in remote US locations, involving complex insurance and labor arrangements. Provided bookkeeping services and petty cash management for photo shoots.

Precision Airmotive, Manufacturer of Aircraft Fuel Systems - Administrative Assistant and ISO Internal Auditor, 1999 - 2001

Coordinated Internal Auditing program, performed internal audits and monitored corrective actions.

Community Psychiatric Clinic, Private Non-profit Clinic - Street Outreach Worker/Mental Health Case Manager, 1991-1998

Provided long-term services to chronically mentally-ill adults (procured resources and managed care for), specializing in homeless and dual diagnosis clients.

Downtown Emergency Service Center (DESC), Private Non-profit Shelter for Homeless Adults - Shelter Staff - 1988-1991. As one of a shift of 4 staff,

responsible for providing basic care and crisis intervention services to 250 residents in the largest homeless shelter in Western Washington.

VOLUNTEER WORK

Samoana Jazz & Arts Festival, Nonprofit Organization
(American Samoa and Samoa) - 2015-present

Design, launch and maintenance of the Organization's website.

Administrative support to the organization; including assistance with budgeting, record-keeping, devising systems and processes to streamline operations.