



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, Lake Stevens, Washington and Pago Pago, American Samoa (since 2016)

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 in 2014)
The Arts

Full CV and 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.

Legal Clerk, 2013- 2014

For a County District Attorney's Office in Oregon, I performed discovery on legal cases and other duties requiring keen attention to detail, impeccable discretion, and excellent proofreading skills.

Graduate level Intern, 2012 - 2013

For a Seattle, WA based nonprofit focused on capacity building in the sector. I 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.

Account and Office Manager, 2001 - 2013

For a Seattle, Washington area Company specializing in Entertainment Industry Human Resources Management Nationwide, I problem-solved difficult labor issues, interpreted union contracts and maintained updated knowledge of laws relating to multi-state employment.

Production Coordinator/Manager, 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.

Administrative Assistant and ISO Internal Auditor, 1999 - 2001

Coordinated Internal Auditing program, performed internal audits and monitored corrective actions for a Manufacturer of Aircraft Fuel Systems near Everett, Washington.

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 in Seattle, Washington.

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