**Tina R. Dortch**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Las Vegas, NV **\*** (702) 622 – 5211 **\***[*tinadortch@msn.com*](mailto:tinadortch@msn.com)***\****[*www.visualcv.com/tinadortch*](http://www.visualcv.com/tinadortch)

**ECONOMIC DEVELOPMENT OFFICER**

(Vice President, Program Manager, Executive Director)

Motivated professional with demonstrated management and administrative experience. Skills are highlighted by a passion for planning and a desire to apply trusted as well as emerging economic development tools to achieve smart growth results.

**PROFESSIONAL QUALIFICATIONS**

 **Development** – Community and Economic Development, Non-Profit/Association Management, Fund Development including Identification of Incentives

 **Operations –** Business Securities,Assurance (Risk Management/Corporate Insurances), Management of Outsourced Services, Administrative Planning, Relocation Management (Site Selection)

 **Administration –**Business Development Strategies, Policies and Procedures, Workforce Development

 **Marketing –** Total Project Lifecycle Management (Lead Generation–to-Execution)

 **Leadership** – Team Building, Organizational Development, Proposal Prep and Presentations

 **Board Affiliation –** Green Advantage Board of Directors, Secretary (2014 – present)

**CAREER HIGHLIGHTS**

* Contributor to MBE Magazine. Provide Detroit-based developer (Time Capital) with pre-proposal due diligence on neighborhood revitalization and re-adaptive use RFPs (2017- present).

**** Coordinated support of community partners in response to Bring Back Solar initiative **(******

* Support certification entity Green Advantage through successful ANSCI audits; assist with client attraction and lead generation (2014 - present).
* Managed national trade association through a successful period resulting in the formation of 7 new chapters, a 25% increase in sponsorship dollars collected (including securing corporate re-commitments) and chapter stability as demonstrated by 95% dues compliance (2010 - 2011).

**** Secured (on average) 15% credits and lowered insurance premiums for general contractor’s General Liability/Workers Compensation policies by conducting staff training followed by closely monitoring and enforcing risk management protocols (2008).

**** Managed transition teams that successfully coordinated the reorganization of two construction companies, each time resulting in minimal disruption to daily operations or critical business securities such as banking and bonding (2006 – 2007).

**** Established nontraditional partnerships across five of the major Michigan-based construction trades to implement sustainable, diverse recruitment models (2003 – 2004).

**** Securing approximately $20m in programmatic support for 20 public/private collaborations within the course of one year by employing effective fund development techniques (2000).

**** Played an integral role in the establishment of Detroit, Michigan’s cell phone tower co-location policy while serving an appointment as Vice Chair on the city’s Board of Zoning Appeals (1997 – 1999).

**** Contributed to Michigan-based publications of the regional Land Use Planning Guide (1994) and the Wayne County Consolidated Plan (1994 – 1999).

**** Urban Planner with South East Michigan Council of Governments (1993-1994).

**** Served in the office of Carl Levin, United States Senator (1991).

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**CHRONOLOGICAL EXPERIENCES**

**Governmental and Public Affairs Repository (G-PAR)**

**Las Vegas, NV**

*Founder and Consulting Director (January 2012 – present)*

**** Maintain independent collection of data and resources so that appropriate market trends may be applied to relevant market needs; emphasis on alternative energy and the continued diversification of employment sectors (such as southern Nevada’s). When in direct-hire consultation, information is utilized to augment a client’s initiative management, proposal submission, corporate-level administration, governmental affairs or economic development activities.

*….current projects include Green Advantage (lead generation for certification entity); MBE Magazine (Contributor); Time Capital (providing pre-bid due diligence on workforce development and sustainable building methodologies on developer’s proposals)*

*….past projects include Multiple Sclerosis Thrill Seekers, Inc. (Outreach Coordinator securing federal exemption /non -profit status, 2012); Life Christian Church (Outreach Coordinator, 2012-2014)*

**Tesla**

**Las Vegas, NV**

*Workforce Development Specialist (August 2014 – Oct 2017)*

****Supported community and economic development initiatives, addressed HR-related operational costs, augmented recruiting pipelines and incumbent training needs by optimizing incentives, identifying/securing funding sources and building external agency partnerships within Tesla-based locations.

****Initially joined company’s Interconnection Team with a responsibility to maintain compliance with various

utility requirements across the country while ensuring a high volume of grid interconnections in a timely

manner.

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**National Association of Minority Contractors (NAMC)**

**Washington, DC**

*National Executive Director (April 2010 – September 2011)*

**** A non-profit trade association with 20 local-level chapters nationwide. As Executive Director of the national office, primary responsibilities include fiscal stability, organizational growth, board/committee management, program implementation, targeted advocacy, chapter management and member-driven business development.

**Hamilton Anderson Associates**

**Las Vegas, NV**

*Business Director (February 2009 – February 2010)*

**** Managed Las Vegas studio of architectural firm. Primary duties included external business development (marketing and sales in NV as well as in MI), internal business administration (workforce and fiscal management) and community relations (establishing the firm's brand through applied goodwill and strategic outreach).

**Madison Grace Construction Services LLC**

**Las Vegas, NV**

*Member and Vice President of General Administration (August 2006 – October 2008)*

 Administered internal operations – accounting, finance/budgeting, HR/payroll, IT, banking, bonding, risk management, GL/WC policies, vendor relations, CPA/Controller activities. Company contracted with Fortune 100 entities (primarily within Las Vegas gaming industry), grossing sales of $60m

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**Detroit Building Group LLC**

**Detroit, MI**

*Vice President of Michigan Operations (January 2005 – August 2006)*

 Administered internal operations – accounting, finance/budgeting, HR/payroll, IT, banking, bonding, risk management, GL/WC policies, vendor relations, CPA/Controller activities. Company contracted with owners from commercial, municipal and gaming industries, grossing sales of $15m.

**Colasanti Corporation**

**Detroit, MI**

*Director of Urban Development (January 2002 – January 2005)*

 Ensured that projects were performed with adherence to the 12th largest MI-based contracting firm’s inclusionary workforce initiatives and complied with municipal standards.

**City of Detroit – Mayor’s Office (Dennis W. Archer, Mayor)**

**Detroit, MI**

*Assistant to the Mayor II (August 1999 – November 2001)*

 Member of Grants Management Team. Also provided policy and operational-based support to the appointed directors of the City’s IT, Law, HR, Human Rights, Finance, and Budget departments.

**Wayne County – Community Development/Housing Division**

**Detroit, MI**

*Program Manager (December 1994 – August 1999)*

 Managed and administered the Section 8 Rental Assistance Program, Lease Purchase Program and Family Self Sufficiency Program. Contributed to land use planning as well as budgeting processes.

**EDUCATION**

**Lorman University**, Las Vegas, Nevada

Construction Management Executive and Administrative Courses – multiple certifications 2006/2008

**Indiana University**, Indianapolis, Indiana.

Center on Philanthropy, Fundraising School – certified January 2001.

**Ohio State University**, Columbus, Ohio.

Master of Public Administration: Urban Administration/Planning – graduated June 1993

**Michigan State University**, East Lansing, Michigan.

Bachelor of Arts: Political Science/Public Administration – graduated December 1990

**Dual Fellowship Recipient** - Patricia Roberts Harris Fellowship (1991-1993) and Robert Millender Fellowship (1993 – 1994).

**TECHNICAL SKILLS**

Microsoft Word (including desktop publishing software, Publisher)  PowerPoint  Excel  Outlook’s Deltek Vision (CRM, Resource & Project Management Modules)  Timberline (Accounting and Project Management Modules) FreshDesk (Cloud-Based, Multi-Channel Customer Support Software) Workday (Cloud-Based Human Capital Management Software) SharePoint (Compliance Management Software, Regulatory Module) SalesForceSales Performance Software, CRM Module)