

DEAN L. JONES - PROFESSIONAL RÉSUMÉ AND PROFILE

P.O. Box 11107, Carson, CA 90749, (310) 637-7248, email: deanleroyjones@aol.com
Non-smoker

OBJECTIVE:

It is with good intentions to extend my professional experience for socioeconomic development programs, activities, special events and communications. Apply practiced skills and positive reception for public service projects in compliance with structured policies that support of cross-departmental policies and procedures, annual budgeting processes; and administrative services.

FORMAL EDUCATION:

SAN JOSÉ STATE UNIVERSITY

Bachelor of Science-Business Administration, Accounting

San José, CA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Banking and Marketing

Los Angeles, CA

WORK EXPERIENCE:

City of Compton

Sr. Economic Development Specialist

Compton, CA

04/16 to present

- Plans, supervises and reviews the work of City staff engaged in economic development programs and projects, including the City's Enterprise Zone Program, Commercial Revolving Loan Program, Business Technical Assistance Program, Commercial Façade Improvement Program and Business Incentive Program.
- Plans and develops new programs and projects □ from needs assessment and conceptual development to implementation; continuously monitors and evaluates the efficiency and effectiveness of programs, projects and service delivery methods and procedures; assesses and monitors work load, administrative and support systems; identifies opportunities for improvement and directs the implementation of changes.
- Provides technical assistance and counseling to businesses, including financial, management, marketing and business development; performs business commercial loan analyses and makes recommendations to the City Loan Review Board and Council.
- Provides technical assistance to City staff and senior management regarding economic and financial impact of proposed economic development projects, including cost/benefit analyses, environmental compliance issues, program and/or project design, market demand, return on investment, financial feasibility, economic and demographic impact.
- Attends various civic events as a City representative; meets with business partners, economic development organizations and business owners: develops outreach plans, plans and conducts special events to promote economic development programs; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of economic redevelopment.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training; counsels employees to correct deficiencies; implements discipline and termination procedures.
- Provides staff assistance to the Director; assists with budget preparation, prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Prepares a variety of technical or analytical documents including Requests for Proposals, legal contracts, commercial loan agreements and capital analyses.
- Performs related duties and responsibilities as assigned.

Southland Partnership Corporation

CEO & Executive Director

Carson, CA

05/00 to 04/16

- Community based partnership to improve market perception of the south Los Angeles region through business attraction, expansion, and retention with workforce development activities and financial development
- Project management of a 1500 member job informational/education community service provider association
- Prepare grant proposals including collecting and compiling information regarding the financial status of the nonprofit to qualify for grants
- Prepare and implement annual projected budget to the board of directors

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- Consistently communicate verbal and written positive employment opportunities through collaborative meetings and online marketing collateral that includes web site maintenance
- Attend Transportation Business Advisory Committee meetings and conduct small business and project briefings program meetings to membership
- Develop nonprofit funding resources using statistical cost/price analysis for persuasive written proposals
- Work with the CPA firm to ensure federal and state tax 501 (c) (3) nonprofit tax compliance
- Interact professionally with various levels of public agency and non-government organization representatives
- Carryout recurring Master of Ceremonies' function for the Power Collaborative Network monthly meetings and annual conference, Black Business Association programs, and National Association of Minority Contractors' Annual Awards Banquet.
- Assist emerging small business entrepreneurs with their respective business plan development
- Interact with representatives from various federal, county, city agencies, and business owners.

Los Angeles Business Expo & Trade Show

Los Angeles, CA

General Manager and Business Workshop Speaker

01/96 to 01/01

- Effectively fulfilled the project management of an annual public business trade show with 700 exhibitors at LA Convention Center
- Main objective served help to prevent business interruption of local small businesses and presented marketing collateral for sponsorships, media, and community relations
- Supervised clerical and sales staff totaling 25 people
- Analyzed trends in critical revenue drivers (exhibitor's participation and show visitor attendance) to ensure the show's financial sustainability and conduct data analysis leading to areas of opportunity to attract exhibitors
- Complied and implemented the laws, rules, regulations, policies, procedures, contracts, and budgets applicable to renting space at the City of Los Angeles Convention Center
- Worked with major exposition service companies and City employees
- Reported and accounted for all trade show budget variances and timely vendor payments
- Delivered small business training workshops for exhibitors to enhance their trade show marketing processes to attract and retain customers
- Managed and authorized commission payments to the trade show's exhibitor booth sales staff members.

Blue Cross of California

Woodland Hills, CA

Purchasing Manager and Community Outreach

12/90 to 02/94

- Administration of goal setting activities to ensure solicitations are reviewed and evaluated for Small, Disadvantaged, and Disabled Veterans Business Enterprise
- Supported department programs and projects meeting insurance objectives within a \$50 million annual purchasing budget activity for a major healthcare insurance corporation, including staff (buyers) development, cost containment, and lease negotiations that ensured equal opportunity procurement processes
- Managed multiple cross-functional teams for outsourcing in authorizing payment of service contract invoices from senior management contract administration and approval for capital projects and services
- Issued purchase orders and contract close-outs for supplies, materials, equipment, and services, while carrying out pre-bid and pre-proposal meetings to set schedules for Request for Proposal (RFP) submittals
- Monitored contractor/consultant contracts
- Conducted bid negotiation discussions, and award of contracts that included issuing amendments, and controls of contract documents to ensure equal opportunity purchasing programs and continuous improvement supply chain management processes the responsibilities included effective delivery of small business community outreach services
- Conducted internal and external training on purchasing program updates and changes
- Supervised purchasing management staff totaling 12 people.

GTE California (Verizon)

Pomona, CA

Diversity Vendor Administrator

01/82 to 04/90

- Managed contract compliance activity to ensure outsourcing participants were aware of goal requirements and that they are in compliance with applicable laws and policies, and program goals and objectives throughout contract engagement

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- Maintained small business compliance systems for small business payment and utilization tracking and annual formal reporting to the California Public Utilities Commission
- Interfaced with various vendors, contractors, consultants, and business organizations to promote GTE's vending programs
- Managed, planned, and administered new vendor certification and supplier base for companywide outside purchases to produce weekly program updates for senior leadership
- Responded to data requests from CPUC/CA Legislature regarding Disadvantage Business Enterprise (DBE), certification, good faith effort and/or supplier utilization-related matters
- Responsibilities included entry-level work in support of contract administration activities by developing and reviewing Request for Proposals (RFPs), Request for Information (RFIs), contracts, and related documents
- Prepared and coordinated contractor/consultant bidder conferences
- Managed and supervised eight staff members on the strategic plan and legislative regulations for Affirmative Action Procurement Program, including policy adherence, mitigation of supply disruptions and small business utilization goal setting
- Prepared and presented periodical updates and written reports to supervisor, the Board of Directors, and management on small business participation
- This work adhered to the applicable local, state, and federal laws, rules, regulations, and policies governing public utilities' procurement processes
- Responsibilities comprised corporate travel to a large variety of out of state business conferences produced by the National Minority Supplier Development Council, rate case witness activity, and informational California utility workshops
- Managed daily activities and operations to ensure program requirements were properly completed.

CERTIFICATIONS:

- California Basic Educational Skills Test (CBEST) - January 2003
- Certified Purchasing Manager (C.P.M.) - Institute for Supply Management - January 1995

SKILLS AND COMPUTER SOFTWARE EXPEDIENCIES:

- Read, write, speak, and understand English for large group/media presentations
- MS Office (Word, Excel, PowerPoint, Publisher), Business Plan Pro, WordPress, Visio, & Image Editor software

PROFESSIONAL INVOLVEMENT:

- California Legislature - 64th Assembly District Commissioner
- Carson Forward (nonprofit board participation)
- South Los Angeles Economic Business Development Partnership (nonprofit board participation)

BUSINESS RECOGNITIONS:

- Achievement Award - Joint Conference, Inc.
- California Legislative Resolution - 49th Assembly District
- Certificate of Recognition - State of California
- Certificate of Recognition - City of Los Angeles
- Community Outreach Recognition - Housing Authority of the County of Los Angeles
- Community Partner of the Year - Los Angeles County Office of Education, Head Start
- Corporate Individual of the Year - Asian Business Association
- President's Award and Member of the Year - Black Business Association
- President's Award - Association of Black Women Entrepreneurs
- Special Advocate Awards from Asian, Black, & Latin Business Associations

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BUSINESS PROFILE:

DEAN L. JONES, is the Senior Economic Development Specialist for the City of Compton California. Responsible for attracting, expanding and retaining business enterprise for the City. His achievements include providing the perfect site location for a mixed use housing complex adjacent the Blue Line station, administrating the film production activity for the City, and attracting firms to build an 18 acre industrial and employee housing park.

Prior to working for the City of Compton, Dean was the Executive Director/CEO for the **Southland Partnership Corporation**, a public benefit nonprofit economic development and community outreach corporation widely recognized and respected for outreach to the small businesses community, particularly in matching major corporations with small-to-mid sized construction projects related to expand, retain, and attract business enterprise to the greater southern California region.

Dean developed is extensive online presence that provides value added capacity building for workforce providers in the non-profit sector. An efficient part of this work surrounds his creation of several community job and social services assistance web sites, including, but not limited to *BlackSuppliers.com*, *IStartOnMonday.com*, *JobCollaborative.com*, *OpportunityWeekly.com*, and *TheArtOfBidding.com*.

He has vast experience with the public and private sector as Corporate Accountant, Budget Supervisor, healthcare Purchasing Manager, and Business Expo General Manager. Over a twenty-five year period, as an independent socioeconomic development supply chain specialist consultant Dean serviced formal contract engagements with:

Blue Cross of California • California Endowment • City of Compton CA • City of Long Beach CA • City of Los Angeles Department of Water and Power • City of Los Angeles Neighborhood Initiative • Comerica Bank • First American Title Corporation • GTE • Golden State Management Services • Kaiser Permanente • Los Angeles Black Business Expo & Trade Show • Los Angeles Area Chamber of Commerce • Los Angeles County Office of Education • Los Angeles Music Center • Orange County Transportation Authority • Southern California Edison • Sullivan International • Verizon • Watts Health Foundation.

Dean has received distinction awards in support of socioeconomic programs, including a special recognition from the California State Legislature for his contributions to instituting the California Public Utilities Commission's General Order-156 governing investment, encouragement, recruitment, and utilization of disadvantaged business enterprises. A second generation Angelino and Los Angeles Unified School District graduate, he earned a Bachelor of Science Degree in Business Administration - Accounting from San José State University.