

DEAN L. JONES - PROFESSIONAL RÉSUMÉ

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

Non-smoker — Teetotaler

FORMAL EDUCATION:

SAN JOSÉ STATE UNIVERSITY <i>Bachelor of Science-Business Administration, Accounting</i>	San José, CA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES <i>Banking and Marketing</i>	Los Angeles, CA
LOS ANGELES UNIFIED SCHOOL DISTRICT <i>K-12 Graduate</i>	Los Angeles, CA

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:

Develop short- and long-term strategies that ensure the financial health of an organization, by verifying financial risks to investments, assessing the liquidity, organizing and approving budgets and financing for projects, and the overall day-to-day supervision of financial operations. Seasoned professional in representing private and public entities, elected officials, and focused audiences (chambers of commerce, trade associations, legislative bodies, non-governmental organizations) in the commission of management policies and community development activities. Tested supervisor of personnel and activities including the delivery of small business utilization guidelines and regulations for economic development. Skilled in the collection, interpretation, and preparation of regulatory data requests for studies, reports, conclusions and recommendations on the status of targeted activities.

- Read, write, speak, and understand English for large group/media presentations,
- Software - MS Office (Word—Excel—PowerPoint—Publisher—Outlook), Business Plans, WordPress

PROFESSIONAL INVOLVEMENT:

- 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—City of Los Angeles—City of Compton
- 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 & Native American Business Associations

WORK EXPERIENCE:

City of Compton

Sr. Economic Development Specialist

Compton, CA

04/16 to 07/2020

- Managed & implemented assigned projects from the planning and implementation of economic development programs and projects, including building and safety, planning, housing authority, grants, and workforce development,
- Planned and conducted meetings, conferences and seminars, and made presentations at public events,
- Extended excellent customer service to both internal and external contacts the general public, contractors, consultants, city employees, vendors, management, and others to prepare project publicity materials,
- Prepared a variety of analytical documents including Requests for Proposals, budget analysis, legal contract drafts, Resolutions, Staff Reports, Federal Opportunity Zones website presentation, and various memorandums of understanding,
- Coordinated ordinance formation for film permitting activities with City attorneys and legal staff,

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- Attended various civic events as a City representative; met with business partners, economic development organizations and business owners to promote economic development programs; and stay abreast of new trends and innovations in the field of economic development,
- Worked with other staff, state and federal agencies, and local organizations,
- Served as staff advisor to the City's Community Relations Commission,
- Budget preparation, present staff reports to the City Council, City Manager, and other groups, and
- Performed other duties as assigned or required, i.e., six-months City Council Liaison in addition to assigned duties.

Southland Partnership Corporation

CEO & Executive Director

Carson, CA

05/2000 to 04/2016

- Ensured that projects were planned, designed, constructed, and completed within the given time constraints and budgets community-based partnership, projects recordkeeping and reporting systems,
- Managed a portfolio of funding partners that serve attract, expand, and retain workforce opportunities,
- Performed project management of job informational/education community service provider's association,
- Prepared grant proposals including collecting and compiling information regarding the financial status of the nonprofit to qualify for grants,
- Reviewed grant contracts to verify and maintain compliance with all provisions,
- Consistently communicated verbal and written positive employment opportunities through collaborative meetings and online marketing collateral that includes web site maintenance,
- Provided value added website development and management,
- Developed nonprofit funding resources using statistical cost/price analysis for written proposals,
- Worked with the CPA firm to ensure federal and state tax 501 (c) (3) nonprofit tax compliance,
- Interacted with various levels of public agency and non-government organization representatives,
- Carried out 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,
- Implemented emerging small business programs with various organizations, including *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 • Kaiser Permanente • Los Angeles Black Business Expo & Trade Show • Los Angeles Music Center • Los Angeles County Office of Education • Orange County Transportation Authority • Southern California Edison • Verizon Communications.*

Los Angeles Business Expo & Trade Show

General Manager and Business Workshop Speaker

Los Angeles, CA

01/1996 to 01/2001

- Project management of a business trade show with 700 exhibitors at LA Convention Center,
- Coordinated and directed budget analysis for securing work of consultants and contractors, and authorized commission payments to the trade show's sales staff,
- Provided technical direction and assistance to Expo participants,
- Served to help 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) pursuant to the show's financial sustainability leading to areas of opportunity to attract and retain 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.

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Blue Cross of California

Purchasing Manager and Community Outreach

Woodland Hills, CA

12/1990 to 02/1994

- Supported department programs and projects meeting insurance objectives within a \$50 million annual purchasing budget activity for a healthcare insurance corporation, including staff (buyers) development, cost containment, and lease negotiations that ensured equal opportunity procurement processes,
- Administration of goal setting activities to ensure solicitations are reviewed and evaluated for Small, Disadvantaged, and Disabled Veterans Business Enterprise,
- 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 as part of 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)

Diversity Vendor Administrator

Pomona, CA

01/1982 to 04/1990

- Managed contract compliance and budget activity to ensure outsourcing participants were aware of goal requirements and that they follow applicable laws and policies, and program goals and objectives throughout contract engagement,
- Maintained small business compliance systems for small business payment and utilization tracking and annual formal reporting to the California Public Utilities Commission on General Order-156,
- 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,
- Serviced 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,
- Managed daily activities and operations to ensure program requirements were properly completed,
- 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, and
- This work adhered to the applicable local, state, and federal laws, rules, regulations, and policies governing public utilities' procurement processes.

GTE California

President's Representative to L.A. Area Chamber of Commerce

Thousand Oaks, CA

01/1986 to 04/1988

- Coordinated "First Break" summer jobs program between the Los Angeles Area chamber of commerce and Los Angeles Unified School District, and
- Completed liaison activity and budget accountability between the Executive Suite and Purchasing Department in relation to the company's Minority Business Enterprises program.

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GTE California

Budget Accountant

- Financial revenue and expense budget review against actuals.

Santa Mónica, CA

GTE California

Customer Remittance Supervisor

- Prepared batches of work by removing payments and forms from envelopes,
- Input data for operating procedures and customer specific instructions for processing, and
- Verified checks through customer specific instructions for processing.

Santa Mónica, CA

GTE California

Revenue Accountant

- Tracked data trends, budget analysis & presented staff reports to executive management

Santa Mónica, CA

North American Rockwell

Budget Accountant (B-1 Bomber)

- Developed, tracked financial revenue and expense budget review against actuals.

El Segundo, CA

D & K Engineering, Inc.

Bookkeeper

- Prepared accounts, budgets & daily financial transactions for small manufacturing company.

Los Angeles, CA

County of Los Angeles, Parks and Recreation

Swimming Pool Manager (Val Verde Community Regional Park)

- Provided vital community relations and interpersonal staff communication;
- Ordered and managed facility materials for safe swimming pool operations within budget parameters, and, Managed Lifeguard timetables to meet swimming pool demand.

Newhall, CA

