Donna M. Griggs

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**Summary of Qualifications**

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|  Over twelve years of documented success and progressively responsible experience in public affairs, community relations, marketing, and disaster preparedness**Education****California State University, Long Beach** Master of Science Gerontology, College of Health and Human Services, projected graduation 2014**University of Southern California** Bachelor of Science Business Administration, Marshall School of Business, Lloyd Grief Center for Entrepreneurial Studies, Class of 2011. Additional coursework in International Relations, Linguistics, and Gerontology  |
| **Chapman University** Foreign Language and Sociology Major, 4.0 GPA**Long Beach City College** Fire Science, Art, Photography, Writing, Economics, Database Applications, and more, 3.9 GPA |
| **College of the Siskiyous**Long Beach Police and Fire Ethics in Leadership Cohort, 3.5 GPA |
|  **Professional Experience****Consultant, DMG Design**Long Beach, California * Provide community relations services to municipalities, agencies, and business organizations that have a need to enhance their image and the public’s understanding of them and their mission
* Utilize a solutions-based approach to formulate programs to meet each individual client’s objectives. In many cases, the solution includes the use of older adults as volunteers to promote, educate, and serve as spokesperson for the client
* Enhance management and service delivery based on extensive experience in marketing, communications, and community service, including public information, public education, and volunteerism

Additional services may include and are not limited to graphic design, photography**,** volunteer recruitment, training, and recommendations. **Community Relations Assistant / Public Information / Public Affairs**City of Long Beach Office of the City Manager * Developed and implemented strategies to enhance the City’s public information efforts
* Managed the promotion of special events, programs, and educational campaigns
* Coordinated City publications and public affairs projects, trained and supervised student intern
* Maintained homepage and City Manager’s website with technological troubleshooting
* Created gallery display of Pulitzer Prize-Winning Photographer Marissa Roth’s youth

 project students’ for press conference and library exhibition |
| **Community Relations Assistant / Public Information Officer / Public Education Officer**City of Long Beach Fire Department* Founded the Fire, Water, and National Oceanic Atmospheric Administration Ambassador Programs for the City of Long Beach and for the Federal Government, increasing awareness among more than 485,000 residents
* Generated successful on-going Long Beach Fire Safety House program and launch through partnership with the Junior League of Long Beach
* Expanded network and cable television, radio, and print media coverage
* Streamlined apparatus requests & improved community service quality and efficiency
* Managed concurrent responsibilities in public information and public education; served as Community Emergency Response Team coordinator, volunteer coordinator, and community liaison with additional duties in coordinating and scheduling special events, apparatus, resources, recruitment, budget, cartography, photography, graphic design, and program development

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| **Community Relations Assistant – Neighborhood Watch**City of Long Beach Police Department * Served the City of Long Beach as a bilingual representative
* Advocated crime prevention through a variety of Neighborhood Watch presentations
* Set up orientation meetings, shared statistics, trained residents, and answered questions
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| **Long Beach Area Coordinator** Inner Motivated Individuals, Inc. * Consulted with a variety of clients to determine and meet their needs for training of administrative and supervisory personnel
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| **Skills****Technical:**Adobe CS 5 Master SuiteCanon 40D & EOS 7D Cartography/GISHtml codeMac & PC Operating SystemsMicrosoft Office Advanced Certification QuarkXpress PassportSPSSTI-84 Plus Silver Edition | **Language:****English****Spanish****French Italian****Japanese****Chinese** | Native Bilingual and biculturalOne semesterCurrently learningPartial semester in preparation for travelCultural exposure |
| **Professional and Civic Affiliations*** Alpha Gamma Delta Alumni, Long Beach Chapter
* American Legion Auxiliary, Newport Harbor Unit 291
* American Legion Yacht Club, Race Committee
* California Council of Gerontology & Geriatrics
* California Fire Chiefs, Fire Prevention Officers, Public Education Committee
* California State University Long Beach, College of Health and Human Services Student Council,

Community Outreach Coordinator* California State University Long Beach, Health Care Administration Student Forum
* Earl Burns Miller Japanese Garden, Honorary Member
* Epsilon Pi Tau (Technology Fraternity)
* Lions International, East Long Beach Lions Club
* Long Beach Firemen’s Historical Society, Honorary Member
* Long Beach Lifeguard Alumni Association, Honorary Member
* Pets Are Worth Saving, Long Beach Animal Care Services
* Sigma Phi Omega, Delta Eta Chapter (National Gerontology Honor Society)
* University of Southern California Trojan Marching Band Alumni
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| **Volunteer Experience*** American Cancer Society Invitational Yacht Race Co-Chair
* Harbor Area Drag Strip and Corporation, President
* Kid’s Motorsports Education Co-founder
* Lions International, 4L-2 Zone Chairman
* Signal Hill Lions Club President
* SCAN Foundation Board of Directors
* American Legion Old Glory Boat Parade, Judging Operations Chair
* California State University Long Beach Veterans Recognition Day, Planning and Operations
* American Legion Yacht Club, Sundowner Series, Race Committee, Photography
* California State Firefighter’s Association, Fire Prevention Committee
* Centro Community Hispanic Community, Public Service Announcements
* Long Beach Grand Prix, Committee of 300
* Long Beach Memorial Medical Center
* Special Olympics Southern California, Photography
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| **Honors and Awards*** American Legion Auxiliary Department of California Scholarship
* Long Beach Older Adult Strategic Plan Award of Appreciation
* Centro CHA Nuestra Imagen Awards – Co-Emcee Recognition with Vice Mayor Garcia
* Long Beach Lifeguard Association Award of Recognition
* City of Long Beach Commission on Youth & Children Award of Appreciation
* Southern California Emergency Services Association Award for Emergency Preparedness
* Long Beach City College Dean’s Honor Roll with Great Distinction
* Honors at Entrance to the University of Southern California
* California State University, Long Beach, Gerontology Program Scholarship
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