

POSITION: Past President

Nominee Name Susan R Lankey
First MI Last

Firm Name DJG, Inc.

Address 449 McLaws Circle Williamsburg VA 23185
Street Suite City State Zip

Contact Info 757.253.0673 757.508.3048 slankey@djginc.com
Telephone Cell E-Mail

Name of your SDA Chapter Hampton Roads Chapter
Chapter Name (or indicate if Member at Large)

Have you attended an SDA National Convention? Yes No

If yes, please list below the year/location for each Annual Convention attended.

<u>2013</u> <small>Year</small>	<u>Williamsburg, VA</u> <small>City/State</small>
<u>2014</u> <small>Year</small>	<u>Nashville, TN</u> <small>City/State</small>
<u>2015</u> <small>Year</small>	<u>Golden, CO</u> <small>City/State</small>
<u>2016</u> <small>Year</small>	<u>Cincinnati, OH</u> <small>City/State</small>
<u>2017</u> <small>Year</small>	<u>Minneapolis, MN</u> <small>City/State</small>
<u>2018</u> <small>Year</small>	<u>Salt Lake City, UT</u> <small>City/State</small>

Have your National and Chapter dues been paid? Yes No

List chapter offices and chapter committee positions or other professional board/committee positions you have previously held.

- | | |
|---|---|
| 1. <u>Chapter Secretary - 2 Terms</u> | 7. <u>National Treasurer - 1 Term</u> |
| 2. <u>Chapter Vice President - 2 Terms</u> | 8. <u>National President Elect - 1 Term</u> |
| 3. <u>Chapter President - 2 Terms</u> | 9. <u>National President - 1 Term</u> |
| 4. <u>Chapter Past President</u> | 10. _____ |
| 5. <u>Served on National Membership Comm. 6 yrs</u> | 11. _____ |
| 6. <u>National Secretary 1 Term</u> | 12. _____ |

Please address each of the following questions below on a separate page, no more than two pages in length:

1. Your overall philosophy of SDA – its value to the industry, to your career, and anything else you wish to include.
2. What are the strengths that you will bring to the Executive Committee of SDA? Be sure to address leadership, organizational, communication and people skills, as well as any technical skills that would help in performing your officer duties.
3. What area of focus will you champion for SDA? What do you hope to accomplish during your term on ExCom?
4. Describe how your experiences have prepared you for national office. Please address the following:
 - a. Collaboration skills and participation in the decision-making process and business management of associations for the benefit of the entire organization
 - b. Communication, time management and multi-tasking skills.
 - c. Specific responsibilities per the ExCom Position Description

I certify that the above statements are based in fact; that I have been a member in good standing for three (3) years, served on a National SDA committee for at least one year and served on the board of a professional or business organization for at least one year.



Signature of Nominee

DEADLINE: March 5, 2019

All information must be typed, except for original signatures and submitted in digital format.

Each official submittal will contain the following mandatory documents:

1. Candidate Application Form, including Candidate Philosophy
2. Professional Resume
3. Current Professional Headshot Photograph

Susan Lankey, CDFA Candidate Philosophy Past President 2019-2020

I find that I'm writing again, which as we all know, is not my favorite thing. I think I figured that by the time I got to Past President, I would either not have to write a Philosophy, or I would write the most incredible thing ever!! Alas, neither of those things are happening. (I have at least learned that it's ok to write a little more informally and maybe a bit more like myself though 😊)

I've had a wonderful time serving on ExCom for the past 4 years. It's been a HUGE learning experience for me, and one I wouldn't trade for anything. I've met many new friends, and have gained tons of knowledge to bring back to my firm. And you know what else? I gained knowledge for myself. Which I like – it reminds me how wonderful this organization is. SDA is always wanting us to be valuable to our firms, and yet advance us as professionals as well.

I truly appreciate the opportunity that SDA has allowed me, and I'm looking forward to serving my last year on ExCom as Past President. I'm excited about helping us to achieve our goals, and advancing our members at the same time!

SUSAN LANKEY, CDFA

OFFICE MANAGER



QUALIFICATIONS

Susan Lankey is Treasurer, Office Manager and Director. She has been with the firm for more than 20 years, and manages the firm's finances and front office operations.

For the past eight years, Mrs. Lankey has been involved with the Hampton Roads SDA Chapter, and SDA National. She has been on the Board for:

HAMPTON ROADS:

- Secretary / 2012 & 2013
- Vice President / 2014 & 2015
- President / 2016 & 2017
- Past President / 2018

NATIONAL:

- Membership Committee / 2013, 2014, 2015, 2016 & 2017
- Secretary / 2015
- Treasurer / 2016
- President Elect / 2017
- President / 2018

In addition to caring for her horse, Mrs. Lankey is active in her community as a volunteer co-leader for James City County's DreamCatchers 4H group.

REGISTRATION

2014 / Certified Design Firm Administrator (CDFA)

EXPERIENCE

Throughout Susan's career, her responsibilities have grown from her starting the front desk to managing all front office administrative operations (which includes three secretaries), managing office and printing supplies, receptionist, as well as assisting administrative staff with proposal preparation, technical specifications, and general correspondence. In addition to daily administrative responsibilities, Mrs. Lankey is responsible for coordinating in-house scheduling and resources for efficient, on time printing and production of project submittals. Susan's team is responsible for all construction management support including shop drawing processing, RFI and

change order tracking, and all communication distribution.

Currently, Susan is in charge of the accounts receivable, accounts payable, management of all employee timesheets, preparation of all department backlogs and schedules, and payroll for the firm. Mrs. Lankey coordinates all project billing with the project management team, prepares internal financials including annual budgets, balance sheet, profit & loss statements for the benefit of the accountant's annual reviewed financials. Susan has recently lead the implementation of a financial software conversion from BST to Deltek Ajera for the DJG Team, and is currently part of their Hampton Roads User Group.