

POSITION: _____

Nominee Name _____
First MI Last

Firm Name _____

Address _____
Street Suite City State Zip

Contact Info _____
Telephone Cell E-Mail

Name of your SDA 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.

| | |
|---------------------|---------------------------|
| _____ | _____ |
| <small>Year</small> | <small>City/State</small> |
| _____ | _____ |
| <small>Year</small> | <small>City/State</small> |
| _____ | _____ |
| <small>Year</small> | <small>City/State</small> |
| _____ | _____ |
| <small>Year</small> | <small>City/State</small> |
| _____ | _____ |
| <small>Year</small> | <small>City/State</small> |

Have your 2017 National and Chapter dues been paid? Yes No
National and Chapter dues are current.

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

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 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

February, 2019
SDA National Executive Committee
Vice President Candidate Application
Form Page 2 Responses

1. SDA is a National Network of a/e/c/industry professionals that share a passion for education, leadership, lifelong learning and personal development. Our strength is in the networking and support that we are to one another in our pursuit of excellence for the Design Firm Community across the United States and into Canada. Our membership includes the decision makers in firms; as such, our members are Firm Leaders; these are the team members dedicated to their firms; these are the people moving firms forward – towards more efficient processes, more thoughtful decisions and more profitable outcomes. Personally, I feel a deep sense of commitment to SDA, and want to be a part of furthering the initiatives and goals of the organization.
2. My working career began as a High School Teacher, which allowed me to develop my leadership, teaching, mentoring and communications skills. Leading a 70-seat call center allowed me the training to effectively motivate and communicate with staff of varying skill sets. In my position as Director of Career Services I was again in an education role - teaching and working with students and graduates to hone their skills in networking, resume writing, interviewing and obtaining gainful employment within their chosen field of study. As an Administrator at Cuningham Group Architecture, I successfully conquered the challenge of learning about the a/e/c industry and specifically, the field of Architecture. I have been in the role of Data Analyst for our Firm since 2015, and have the sole responsibility of training and developing our staff to use Deltek Vision for Project Management, Financial Analysis, CRM as well as Staff Utilization and Productivity Analysis. My skillset will be an asset to the SDA Executive Committee, particularly in the areas of leading, teaching, mentoring and communicating.
3. As a part of the Executive Committee for SDA, I believe I can assist our members as they review and incorporate new technologies and processes into their firms. In addition, the role of Vice President will allow me to hone my leadership skills as well as motivate and communicate our entire membership.
4. My past work and life experiences have provided me with a breadth of knowledge and process, allowing me to work well as a listener, collaborator, team-member and adept decision maker. Those qualities will poise me for success as I contribute to ExCom - a Team of Professionals ready to guide SDA toward future growth and success. Working as a resource firm-wide has required me to work well within an environment of tight deadlines, self-motivation and time management as well as juggling several tasks simultaneously. Although challenging at times, I find it also invigorating. My direct, confident yet comfortable style lends itself well to working with all types of Team Members, regardless of their role and learning style. That chameleon-like skill will work well as I continue to learn about SDA. I believe an investment in SDA is a very worthwhile endeavor.

MARIE TOMALA
1416 39th Ave NE Columbia Heights, MN 55421 mtomala@cunningham.com
(H) 763-788-0477 (C) 763-227-6271

PROFILE

- Strong management background with 15 + years of supervisory experience
- Detail-oriented, multi-tasking professional with positive attitude
- Outstanding written, verbal, organizational and interpersonal skills
- Expert Deltek Vision application user; fluent in Microsoft office suite programs

EXPERIENCE

CUNINGHAM GROUP ARCHITECTURE, INC., Minneapolis, MN

Data/Project Analyst 2015-Present

- Provide Deltek Vision database system support and training for 350+ staff across all Company Offices
- Work with Project Managers and Firm Leaders to assess project financial health
- Provide system reports to forecast staff utilization and availability across offices
- Provide system resources to Project Managers to assess backlog and forecast revenue

Administrator 2011 - 2015

- Assist the Grow Market Group with contracts, meeting minutes, and overall support

MINNESOTA SCHOOL OF BUSINESS, Plymouth Campus

Director of Career Services 2008 – 2010

- Manage the Career Services Department at a Branch Campus of 500 students
- Supervise and support the Associate Director of Career Services
- Assist students and graduates to develop job searching skills, including resume and cover letter writing, networking, and interviewing skills
- Teach Career Development Course, using Blackboard software, ensuring student satisfaction, competency levels and course objectives are met
- Manage, track, and report Campus Placement rates monthly, quarterly and annually, using intra-campus statistical database
- Maintain graduate files in accordance with National Accrediting Standards
- Consistently strive to meet or exceed Graduate placement goal of 80%
- Develop and maintain business relationships with companies throughout the Twin Cities Metro area
- Participate on the campus retention committee, helping to maintain student satisfaction and retention
- Plan and execute quarterly Graduation Ceremony for the campus

IMMACULATE CONCEPTION CHURCH, Columbia Heights, MN

Director of Liturgy and Music 2001 – 2008

- Hire, train, manage, and coach staff and volunteers in a non-profit setting.
- Head of the Parish Liturgy Commission. Direct over 15 groups and committees to plan all Parish and School liturgies and services.
- Develop annual budget; including music purchasing, inventory maintenance and copyright licensing.
- Maintain schedules, conduct or delegate all rehearsals, and direct all performances.
- Prepare bulletins, training documents, & printed materials for use.
- Serve as Chairperson for annual fundraising event.
- Serve as part time keyboard accompanist from 1975 – 2008

DIRECT RESPONSE INSURANCE ADMINISTRATIVE SERVICES INC

(Driasi – formerly Paul Burke and Associates Inc.)

Assistant Vice President – Call Center Operations 1998 – 2001

- Responsible for department of 75 employees handling incoming calls regarding life and health insurance products.
- Develop and monitor annual departmental budget.
- Maintain up to date departmental training manuals.
- Work with department managers to maintain acceptable call standards.
- Develop staffing plan to manage call volume peaks and valleys.
- Develop quality monitoring worksheets for management use.
- Hire department staff, and train staff to perform annual performance evaluations.

Manager – Call Center Operations 1996 – 1998

- Provide input on call flow and appropriate staff levels.
- Monitor staff for quality purposes – provide feedback to staff during one-on-one sessions.
- Conduct annual staff performance evaluations.
- Facilitate weekly meetings with supervisory staff.
- Gather training materials for staff – maintain inventory of product materials from clients. Conduct informal sessions with staff on new product lines.
- Handle escalated calls from supervisory staff.

Team Leader – Call Center Operations 1995 – 1996

- Lead team of 5 – 10 Call Center Representatives; maintain daily call statistics and staff levels; train staff on computer system and product lines; 1st management level handling complaints; maintain federal and state complaint log; handle all written correspondence.

Manager – Claims/Customer Communications – PBA Inc. 1991 – 1995

- Manage 20 claims examiners; transfer handwritten processing system to on-line – including analysis of all processes; instituted auditing program; maintain claims log; audit files and maintain department-wide under 3% error ratio.

Supervisor – PBA Inc. 1989 – 1991; Acct. Control Clerk – PBA Inc. 1988 – 1989; Secretary – PBA Inc. 1987 – 1988

ST BERNARD’S SCHOOLS – St. Paul, MN

Teacher 1984 – 1986

- Teach music appreciation, music history, choir and drama in a K – 12 Grade setting.

EDUCATION The College of St. Catherine – 1984
Bachelor of Arts: Music; Business emphasis