

**Jessica K. Dunn, Combat Veteran, LTC Retired (Army, Prior Service Coast Guard)**

Business Leader &amp; Professional Advocate - 25 years of leadership experience

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**Overview:**

I have an MBA and am currently enrolled in a DBA program part-time. I have 5 years' teaching experience on college campuses as a Professor in Business at Linn Benton Community College and Oregon State University. I have spent the last 5 years in Oregon volunteering as a Job Developer as an Ambassador for Hiring our Heroes, Recruit Military, and Oregon Workforce assisting college students (Veterans and Non-Veterans) with internships and employment opportunities. I have been performing as a Sexual Assault Advocate for the government the last 4 years. I have over 25 years of management experience from military, corporate, non-profit, and business ownership. I have 8 years directorate experience and throughout my management positions I have most enjoyed serving Veterans. I enjoy assisting in developing improved processes and procedures for equity and inclusion and career pathways advocacy for Veterans.

**Professional Summary:**

A collaborative and strategic leader with over 25 years of senior leadership, supervising, and managing teams in strategic and business planning processes. Organizational leader in program management, operations management, employment, emergency response, diversity, and inclusion, recruiting and retention, training development, equal opportunity, safety investigations, business development, evaluation, and trend analysis, and recommending strategic directions to senior leadership. Ability to effectively manage competing priorities and balance workloads across the departments. An experienced director, communicator and facilitator who has worked directly with directors coordinating and leading work that required coordination with state agencies, advocacy organizations, and stakeholder groups. Extensive experience with over 25 years leading teams, programs, facilitating workgroups on rules and policies affecting short- and long-range goals, funding, liability, marketing, expanding business opportunities, improving labor markets, and executing executive priorities in diversity initiatives and ethics boards.

- MBA-(enrolled DBA)    - Top Secret Clearance    - Business Management
- BS Communications    - Project Management    - University Professor
- Job Developer        - Budget experience       - Credentialed Advocate

**Education:**

- Certified National Professional Advocate, NACP ID: N68-807-2725
- Certified Department of Defense, Sexual Assault Advocate, D-SAACP ID: GJ-3488-0435
- Project Management PMI and SPHR Senior Human Resources Courses
- Emergency Response FEMA Supervisor Certificates (800+NIMS / ICS)
- Federal Supervisor and Budget Management Certificates
- Equal Opportunity & Safety Officer

**Liberty University, VA** (enrolled part-time on-line, 2023 projected graduation date)

**DBA**

**\*\*Pending SPHR test, (due to COVID-19 testing is currently closed)**

**Northcentral University, Prescott, AZ (2003)**

**MBA in Human Resources**

Focus: Organizational leadership, effective business models, HR management: information systems, labor relations, legal issues, risk management, negotiations, and quality control

Achievement: AGPA of 3.5

**Oregon State University, Corvallis, OR (2000), Alumni**

**Bachelor of Science in Speech Communications**

Focus: Communication in organizations, public speaking, critical thinking, human and interpersonal relations, small group problem solving, debate, globalization, system maintenance and project management.

Achievements: AGPA of 3.38, received a scholarship from Tektronix, Computer Science Dept.

**Government Education:** Advanced training in Human Resource Management, Advanced training in Operations and Logistics Management, Equal Opportunity, Sexual Assault Response Coordinator, General Fund Enterprise Business Systems, Emergency Response FEMA Certificates, Officer Advance Operations Course, Government Technician Supervisor Courses, Safety and Training Officer, and more

**Military Awards:** Bronze Star, Meritorious Service Medal, Overseas Campaign, and many others

**Involvement:**

**Committee Member,** Oregon Department of Veterans' Affairs Campus Veteran Resource Center Grant Program

**Facilitator, State Initiative** for Apprenticeships/ Employment Transitions for Oregon Military Community: Oregon Military Department, Oregon Family Services, Oregon Dept. of Veterans Affairs, Hiring our Heroes, Department of Labor, Staffing Agencies, and other partners

**President: Adjutant General Corps Regimental Association of Oregon (AGCRA):** providing instruction on Human Resource training and diversity advocacy for Soldiers in the Active Duty, Reserve, and National Guard for the State of Oregon

**Founding Member:** Oregon Sisters Mentorship Program for the Oregon National Guard promoting diversity and inclusion

**Ambassador for Oregon** – in National Skill Bridge Programs

**Facilitator, PDX Veterans in Technology for Salem** – assisting Service Members and Veterans in employment opportunities and networking

**Vice President, Salem, Oregon – Military Officer Association of America (MOAA):** Mentoring college students and young Officers in community and virtual presence

**Co-Director and Judge USA Olympic Boxing:** mentoring Oregon athletes and students towards health, empowerment, and diversity inclusion toward Olympic opportunities

**Alumni, Workgroup Member: Oregon State University:** Mentorship and internships for Service Members and Veteran Students (additionally serve on SARC and diversity workgroups)

**Current Collaboration**

- In 2020, requested and am an active Committee Member of the Oregon Department of Veterans' Affairs Campus Veteran Resource Center Grant Program.
- In 2019, formed and lead the State Collaboration Group between DOL, ODVA, BOLI, OMD/SMFS, PDX Veterans in Technology, Staffing Firms and Patriotic Companies in Oregon to push Hiring Veterans and Service Members initiative, promotion of Apprenticeship Trades events, and semi-annual meet and greets of all providers serving the Oregon Military Community. This group actively meets monthly (now virtually due to COVID-19).
- Facilitated and recognized Patriotic Companies hiring Service Members and Veterans at the State Capitol this March 3<sup>rd</sup>, 2020 with Governor Brown (coordinating for 2021 event) <https://www.flickr.com/photos/oregonmildep/albums/72157713440461287>
- As Founding Member stood up the Oregon National Guards Sisters in Arms Mentorship Program in 2019 with full approval of Senior Leadership.

**Work Experience:**

**Committee Member** of the Oregon Department of Veterans' Affairs (part-time) Summer 2020  
Campus Veteran Resource Center Grant Program

**Business Professor, Business Management, Linn Benton CC,** Albany, OR (part-time) 2020-current  
BA 291 instruction and assist LBCC students with career pipeline planning and internship opportunities

**Deputy Director, Civil-Military Operations & Strategic Planning,** (retired) 2018- 2020

**Director of Retention Program**

Oregon Military Department, Salem, OR

Supervised 8 full-time employees and overall budget

- Director of retention program - created short and long-range goals for state
- Founding Member of the Oregon Sisters in Arms mentorship program
- Founding President of the Oregon Human Resource Corps for the Army
- Assisted diversity council with Hispanic recruitment plans
- Created procedures and command policy on state retention program
- Started beta tests for Hiring Our Heroes Satellite Program in Oregon

- Collaborate on Governor's Task Force with Directors (DOL, ODVA, OMD, HOH) in discussions to promote apprenticeships, HIREVETS, employment transitions for Service Members, Veterans, and diverse groups.
- Job Developer volunteering as an Ambassador for Hiring our Heroes, Recruit Military, and Oregon Workforce assisting college students (Veterans and Non-Veterans) with internships and employment opportunities (volunteering over 5 years)
- Published guidance concerning limitations, employment, and transition for Soldiers
- Fostered policies and procedures to enhance transition resources for Soldiers
- Established priorities for employment, distribution, and support of Soldiers
- Developed relationships with Department of Labor, Worksource Oregon, Oregon Department of Veterans Affairs, Oregon State University Veterans and Military Resources, Oregon Council of Military Officer Association of American, Oregon Adjutant General Regimental Association, Oregon Civil Defense Force, Veteran in Technology, and other Veteran Organizations
- Established resource allocation and employment synchronization of family services and personnel resources
- Victim Advocate, Sexual Assault Response Coordinator, and Safety Officer
- Interacted with local, county, and State representatives, civic groups, and Veteran organizations to discuss retention and transitional service needs and improvements in management policies and regulations

**Deputy Director of Operations, Logistics Readiness Officer,  
Director of Retention Program**

2017-2018

Oregon Military Department, Salem, OR

Supervised 250 full-time government employees and **23-million-dollar budget**

- Created and launched Logistics Readiness Officer Training program
- Managed Focused Readiness Unit maintenance posture for full scale deployment response for immediate response and sustainment of six-year model
- Supervisor of full-time maintenance and logistics personnel
- Employee evaluations and appraisals were three years past due, implemented solution that caught up evaluations, step increases, and awards within three months
- Recommended shut down of high-risk program that was quickly adopted and implemented, able to retain 50% of personnel on alternate program initiative, assisted remaining personnel with transitional resources
- Attended National and Regional planning conferences, implemented new policies
- Coordinated annual, quarterly, and training conferences
- Improved staff reporting, long range planning, production, and talent management
- Equal Opportunity, Sexual Assault Response Coordinator, and Safety Officer

**Human Resource Directorate, 82 Brigade Troop Command, Clackamas, OR**

2015-2017

Supervised 7 full-time staff, 10 part-time staff, assisted 3,500 Soldiers, and travel budget

- Headed all personnel actions for Joint Reception, Staging, Onward Movement, and Integration for *Cascadia Rising* state emergency response exercises
- Modernized checklists, inspections, and command policies (6 years expired)
- Provided leadership, management, and oversight of a comprehensive employee relations program
- Assisted 6 units in deployment processes, ceremonies, and HR actions
- Assisted state behavior health office in updating processes and policy development

**Assistant Professor of Military Science, Oregon State University AROTC, Corvallis**

2012-2015

Supervised 8 full-time personnel, 220 university students, and overall budget

- Part of Oregon State University committees that achieved:
  - In-state Tuition accelerated process for military students
  - Veteran's day being recognized as a holiday on campus
  - Campus tours for Veterans and Veteran friendly campus initiatives
- Sexual Assault Response Coordinator and SAPR OSU workgroup member
- Updated Memorandums of Agreement with University and Army Agencies that affected 10-year planning cycle
- Equal Opportunity and Safety Officer

**Human Resource Manager**, 41 Special Troops Battalion, Portland, OR 2010-2012  
Supervised 30 full-time personnel, and overall budget

- Successfully stood up Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) - Enhanced Response Force Package, (CERFP) and team member training and validation process for the State of Oregon, still in affect 10 years later
- Successfully relocated organization from Portland Airport to Clackamas, OR
- Initiated joint police non-lethal response training with Air, Army, and local police teams
- Equal Opportunity, Sexual Assault Response Coordinator, and Safety Officer

**Company Commander, Iraq** 2009-2010  
A141 Convoy Security Company (CSC) of 250 Soldiers, **25-million-dollar inventory**

- Brought all 250 Soldiers safely home after a successful deployment
- Recognized as among the best Unit Commanders
- Requested to stand up 100 Soldier training team to assist in regional training
- Awarded with Bronze Star

**Officer Strength Manager and Talent Management** 2007-2009

- Exceeded yearly recruiting mission 133%
- Implemented new policies and effective use of Fast Track Officer Candidate School which are still in affect 12 years later
- Recognized for safety standards and recruitment of diversity standards
- Equal Opportunity, Sexual Assault Response Coordinator, and Safety Officer

**State Human Resource Training Officer**, Oregon Military Department, Salem, OR 2005-2007  
Overall budget manager, developed yearly training calendar for 9,000 full time personnel, reserved courses, coordinated vendors/presenters, updated webpage, wrote work improvement plans, assisted updating national technician policies, wrote state command policies, instructor in trainings, facilitator for EEO board, EO/SARC/Safety Officer, project officer, management of Institute of Excellence contract, and assisted in staffing and benefits roles.

**Company Commander, 821 TCS**, Portland, OR 2005-2007

- Supervised 250 Soldiers and managed inventory of 12 million dollars
- Doubled unit strength and maintained 175% strength while in command
- Recognized for superior training – ensured monthly training was challenging

**Executive Human Resource Manager** 741 CSB BN, Portland, OR 2003-2005

- Administrative and HR support for 350 personnel
- Mobilized 46 Personnel of the 1186 MP
- Equal Opportunity and Safety Officer

**Executive Human Resource Project Manager** 41 BCT, Portland, OR 2002-2003

- HR Functions, Policies, Reports of 3,500 Soldiers

**General Manager & Owner, Victory Gym**, Albany, OR 2007-2002  
Account Manager, budget manager, supervisor of 8, marketing director, public relations, budget control, administrative actions, account negotiator, accounting, community marketing, project planning, event coordinator, and overall facility operations

**Talent Acquisition Manager**, Peopledot.com, National 2002

**Account Manager**, Express Personnel Services, Corvallis, OR 2001-2002

**Executive Officer**, A 141 Support Battalion, Salem, OR, (350 Soldiers) 2001-2003

**Sales Representative**, Advance Telecom Group (ATG), Salem, OR 2000-2001

**Public Awareness Sales Marketer**, Clear Channel Radio, Albany, OR 1997-1998

**United States Coast Guard**, Alameda, CA 1993-1996  
Enlisted Seaman, USCG Cutter Sherman, Alameda, CA