

KRISTIN LAMBERT

35555 Spur Hwy #305 • Soldotna, Alaska 99669

email: kristinalaska@gmail.com website: <http://kristinalaska.freehostia.com>

Country of Service: ROMANIA • Close of Service: April 16, 2009

RESUME

EXPERIENCE:

February 2007 – April 2009 United States Peace Corps, Romania

Volunteer for regional rural development, economic and community development

Seminar instructor in American Studies for last year students, Ovidius University, Constanta; Special projects with Natural Sciences Museum Complex – Dolphinarium, Planetarium, and Micro-Reservation with Black Seas habitat flora and fauna; International Consultant for Business with Regional NGO in Gorj county, assist and coordinate local rural development and community development projects; Make presentations about the United States, cross-cultural communication, participatory community planning, introduce new educational ideas.

January 2005 – January 2007 Loren Lake Bed and Breakfast, Soldotna, AK

Owner / Operator

Manage and operate Bed and Breakfast operation from large home on Loren Lake, working with worldwide visitors.

July 2004 – January 2007 Rotary District 5010 Website, Soldotna, AK

Webmaster / District Governor Newsletter Editor

Maintain and Edit website for Rotary District 5010, which includes Russia East of Urals, Alaska, and Yukon, Canada. Design webpages, online feedback forms, monthly newsletter, and worldwide feedback. Website: www.rotary5010.org

February 2003 – June 2004 Alaska Development Associates, Barrow-Soldotna, AK

Owner / Rural Development Services for Housing, Management and Consulting

Administration and management to assist rural Alaskan communities with housing and other public service programs, grantwriting, establishment of management systems, administrative setup and systems analysis.

August 2002 – May 2004 North Slope Borough Housing Department, Barrow, AK

Deputy Director of Administration (1 year)

Direct administration and management of Indian and Public Housing programs, in accordance with all applicable statutes, regulations and policies, with annual budget of nearly \$7 million. Supervise construction development team of grantwriters and project administrators. Negotiate legal contracts, provide municipal and federal reporting, and complete documentation to comply with Federal guidelines and requirements. Supervise all housing management activities for central office of 29 staff. Respond to tenant, homebuyer and public concerns. Develop and improve program services, and plan for transition of housing department to independent housing authority entity. Provide staff supervision for Occupancy Specialists serving 800 residential units in Arctic eight villages. Work with HUD ONAP and Grants Management, Alaska Housing Finance, consultants and engineers.

Development Officer / Grantwriter (1 year)

Coordination and administration of grants and contracts. Develop and implement community interagency youth leadership program with grant and agency funds. Conduct internal self-monitoring to evaluate compliance with NAHASDA HUD guidelines and recommend management plan to resolve deficiencies. Provide paralegal and real property services for North Slope Borough leases and property transfers. Negotiate lease renewals

and property exchanges to assist the Borough administration to reduce annual operating expenses. In this capacity, worked with Native Village of Barrow, City of Barrow, and Ukpeagvik Inupiat Corporation as NSB Mayor's office representative. Draft resolutions and ordinances for municipal code laws and regulations. Analyze accounts receivables for various programs totaling \$6 million, and set up collections system for delinquent accounts. Manage rental sales, provide financing information to homebuyers. Travel to all North Slope villages to work with tribes, small municipalities, and rural residents to disseminate information, discuss problems and needs, then find acceptable solutions. Prepare public powerpoint presentations, provide media interviews on behalf of the Borough.

Mar 2000- Aug 2002 Central Area Rural Transit System, Inc., Soldotna, AK

Executive Director and founder

This position followed two years of community coordination as facilitator of an interagency transportation task force of over 40 agencies, developing a regional transportation plan, and acquiring four annual \$500,000 Federal earmarks for this program, the first FTA funding provided directly from Congress to a nonprofit in Alaska.

Develop and Implement first Transportation Brokerage corporation in the State of Alaska Grantwriting and grant monitoring, contract reporting, public presentations and community advocacy. Staff supervision, team building and program development, establishment of innovative new program. Multiple funding administration, direct interaction with FTA RegionX, Alaska Department of Transportation, other transit systems. Responsible to Board of Directors and coordinator for Community Advisory Partners. Program and update complex database system for tracking rides and passengers, covering numerous parameters for multiple reports and statistical analysis for grants. Represent community transit needs on a statewide and national level Public presentations on a regular basis to Borough Assembly, City Councils, community agencies, State department officials and special interest groups.

Sept 1997 – Mar 2000 Central Peninsula Counseling Services, Kenai, AK

Vocational Services Coordinator

Grantwriter, Counselor and Trainer: Establish Community Coordination for business and work efforts. Provide direct service to clients with chronic mental illness, substance abuse, traumatic brain injury, cognitive impairment, severe emotional disturbance and other mental disabilities. Develop Vocational/Work Model Program for clients with chronic mental illness and substance abuse. Facilitate Public Transportation Task Force, including over 40 agencies, community and governmental representatives, 2 years.

Mar 1994 – Dec 2002 Publishers' Representative, Washington and Alaska

Owner / Nature and Outdoor Publications

Represent 11 publishers of nature and outdoor books, including Mountaineers Books, Random House, John Muir Press, Wilderness Press, Graphic Arts Center Publishing (owner of Alaska Northwest Books), Lone Pine Publishing, Dawn Publications, Vernon Publications, American Geographic, Menasha Ridge Press, Northland Press. Responsible for region including Alaska, Washington, Oregon, Idaho and Montana for all Pacific Northwest national parks, many nature shops, recreational and outdoor outlets. Develop personal relationships with Northwest Interpretive Association that manages all National Park and Forest information sites in the Pacific Northwest, REI corporate headquarters and many others. Refine customer service delivery and public relations campaigns. Develop complex integrated database of over 10,000 cross-indexed entries, forms and reports.

1992-1993 Sailing Vessel Antares, California, Mexico, Pacific Ocean

Navigator -- Navigation via GPS satellites and stars, night watch, rotating shifts for all other duties.

1982-1992 Kenai River Realty & Investments, Soldotna, AK

Owner / Broker / Real Estate Sales and Investment Consulting

Manage office of associated licensed Brokers and support staff, provided oversight for all phases of office management and supervision. Responsible for budgets, computer operations, systems development, personnel management, market analysis, fiscal and Federal audits, and individual investment consulting. Expand sales to average \$10 million per year, developed exceptional customer service and professional expertise. HUD Area Management Broker from 1986-1992, averaging 150 foreclosed properties per year, including all appraisal and repair valuations, subcontracting for reconstruction and remodeling at annual average \$3.5 million, marketing and sales of foreclosures. Responsible for all HUD properties in Kenai Peninsula Borough including Tyonek, Seldovia, Kachemak, Homer, Seward, Ninilchik, Kenai and Soldotna. Handled acquisition, renovation, reconstruction, management, and disposal of properties. Responsible for each legal detail of thousands of real estate closings.

1978-1982 Cook Inlet Native Association, Kenai, AK

Branch Manager

Manage office for nonprofit arm of Cook Inlet Region, covering all CIRI except Anchorage urban area, provide job training and counseling for youth, displaced homemakers, adults with substance abuse, and others remanded by Alaska Court System. Manage staff of 14, with over 300 employees on payroll. Solicit and obtain grants to increase funding to average annual budget in excess of \$4.5 million, with up to 18 concurrent grant funding sources for job training, youth programs, substance abuse, displaced homemakers. Travel extensively throughout Kenai Peninsula Borough, serving areas of Tyonek, Seldovia, Anchor Point, Ninilchik, Homer, Kenai and Soldotna, as urban-rural liaison. Provide occupational and personal counseling, job development, training, youth in crisis, alcoholism and substance abuse counseling, vocational rehabilitation. Extensive grantwriting, personnel management, fiscal and Federal audits, community resource development, market analysis and business development, public presentations and training.

1976-1977 Emmett School District, Emmett, ID

Teacher

Substitute for grades K – 12, average 4 days per week

Summers 1976-1977 Ester Creek/Ready Bullion Mine, Fairbanks, AK

Gold Mining partner

Placer gold mine, full operation with two 5-yard loaders, dragline, two D-8 cats, hydraulic giant, 50-foot sluicibox, FE Company water line.

1975-1976 Arctic First Federal Savings & Loan, Fairbanks, AK

Loan Officer

Process, close and monitor progress on mortgage loans. Work to improve Customer Service, handling of confidential information, drafting of legal documentation, and implementation of wide variety of office skills. Work independently to provide specialized banking investment services.

1974-1975 KUAC-TV Alaska Native Magazine, Fairbanks, AK

Writer / Commentator

Interviewer and writer with traveling film crew, on Federal grant contract through public television funded by NASA, first video two-way satellite educational program (ATS-6). Alaska Native Magazine, television news and current Alaskan issues, directed by non-profit Board of Directors comprised of one representative from each of 13 regional Alaska Native Corporations, staff alternated attendance at monthly Board meetings held in various Alaska communities. Assist with production of 60-minute weekly television broadcast, shown live in Fairbanks and at 18 community receiver sites throughout Alaska, also by video delay at many more locations. Featured issues – controversial startup of Limited Entry, running and finish of the Iditarod, emerging rural governance, issues of Land Claims settlement, elderly natives on lifestyles and subsistence, community celebrations, traditional arts and crafts.

1973-1974 Cooperative Extension Service, Fairbanks, AK

Office Manager / Researcher

Specialist in Cold Lands survival and alternative technologies research. Conduct mushroom identification workshops, electrical generation with wind power, subsistence. Manage full range of office functions, including production of publications.

1972-1973 Alaska State-Operated Schools, Fairbanks, AK

Photographer / Writer

Develop audio and video materials to enhance school curriculums relating to Alaska Native and other rural issues and events. Funded by NASA, two-way audio satellite educational program (ATS-1), educational. Travel throughout rural Alaska to research and cover community events and celebrations, collect oral histories and provide photographs and visual materials to enhance educational programs.

1970-1972 University of Alaska, Fairbanks, AK

Archeological Field Coordinator, Anthropology and Archeology Department

Manage archeological teams and compile documents researching feasibility of Trans-Alaska pipeline route passing through traditional Alaskan native sites. First TAPS project, funded by Houston-based oil interests, preceding Alyeska Oilfield Services.

1961-1970 Alaska and Oregon Newspapers, Soldotna, Fairbanks and Corvallis

Reporter, Writer, Editor, Secretary, Proofreader, Teletypesetter

- Corvallis Gazette-Times, Corvallis, Oregon
- Polar Star, Fairbanks
- Cheechako News, Soldotna, Alaska

DEGREES:

High School Diploma, Kenai Central High School, 1964

Bachelor's Degree, Oregon State University, 1969 -- Psychology and Social Sciences.

Graduate School, OSU and University of Alaska, 1970-1976

Additional Classes, Kenai Peninsula College, 1976-present, Ilisagvik College, 2001-2004

University Classes – American Governments, International Relations, Political Process, International Law & Order, Local and State Govt., Child Psychology, Adolescent Psychology, Counseling Techniques, Clinical Psychology Practicum, Group Dynamics, Criminology &

Penology, Family Relations, Educational Psychology, Principles & Practices of Guidance, Genetics, Psychology of Language & Thought, Architecture, House Planning and Interior Design, Journalism, Photography and Theater, HTML Website Design, Microsoft Access, Photography, Eskimo Dance, Inupiat language, Skin Sewing, Carving, Art of Digital Photography

Graduate Classes – Counseling Psychology, Ethnology and Sociology, Environmental Adaptation and Northern Studies, Arctic Engineering, Cold Lands Environments

TRAININGS:

Grantwriting and Grants Monitoring
Community Coordination to Maximize Resources
Techniques for Coordinated Community Services
Operational Funding for Rural Services
Medicaid Billing Procedures and Regulation Changes
Business Opportunities for People with Disabilities
Grantwriting – Federal, State, Corporate and Foundation Funding
Developing and Evaluating Outcome Measures
Local Economic Development and Business Implementation
Working with Difficult People
Substance Abuse Counseling
Customer Service – Internal and External
Financial Resources for Community Programs
Financial Management for Community Systems
Advanced Issues in Community Coordination
Progressive Employment Partnerships
Brokerage Start Up for Community Systems
Scheduling and Dispatching for Transit
Rural Resources for Community Services
Advanced Issues in Brokerage and Centralized Dispatching
Federal FTA Transit Funding Training
Federal TEAM Training (electronic grants management) and ECHO software for grant applications, progress reports, and treasury fund transfers
Market Analysis and Commercial Investing, 5 years

- Fundamentals of Real Estate Investment and Taxation
- Fundamentals of Location and Market Analysis
- Advanced Real Estate Taxation and Marketing Tools for Investment Real Estate
- Impact of Human Behavior on Commercial Investment Decision Making

Federal Financial Records and Audit Procedures
Sales Strategies for the Residential Specialist
Federal and Nonprofit Middle Management Training
Strategic Planning and Vision Development
Brokerage and Personnel Management
Mediation and Negotiation Procedures
Fair Housing Training
International Law and Case Studies
International Trade and Protocols for Russia, Japan and Korea

COMMUNITY SERVICE – Central Kenai Peninsula, for over 25 years:

Rotary Clubs -- Barrow Nuvuk, Kenai, Kenai River-Soldotna, founder and president,
Pontus-Euxinus in Constanta, Romania
Soldotna Chamber of Commerce
Kenai Peninsula Tourism Marketing Council
Alaska Mobility Coalition, President
Alaska Community Transportation Association, President
Kenai Peninsula Housing Initiatives Board of Directors, 2 years
Kenai Peninsula Board of Realtors, 1982-1992, President, President-Elect, Secretary
Alaska Chapters -- CI, CRS, RNMI, Graduate Realtor Institute certification (GRI)
Soldotna City Council, 9 years
Alaska Municipal League Board of Directors, 4 years
Kenai Community Care Center Board of Directors, 3 years (chair, 2 years)
Cook Inlet Council on Alcohol and Drug Abuse Board of Directors, 3 years (chair, 2 years)
Central Peninsula Sports Center Construction Committee, 2 years
Central Sports Center Advisory Board, 2 years
Kenai Peninsula Economic Development Commission, 2 years
Soldotna Planning & Zoning Commission, 2 years ex-officio member
Soldotna Airport Commission, 2 years as chair
Soldotna Community Development Commission, 2 years as chair
Soldotna Schools Advisory Board, 2 years
Cooper Landing Schools Advisory Board, 2 years

FOREIGN LANGUAGES:

Spanish – 2 yrs high school in Kenai, Alaska, study in Mazatlan, Mexico
French -- Summer college session at Oregon State University
Romanian – Intensive language and culture program of the United States Peace Corps

PERSONAL INTERESTS/HOBBIES:

Website Development
Photography
Video Production and Editing
Traditional Folkcrafts
Travel and Cultural Exchange
Hiking and Camping
Reading and Writing
Sea Kayaking and Sailing
