

LISA C. STUEBING
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Objective: *Action oriented position supporting a diverse team of innovators whose purpose is to become a world class organization.*

- Eight years of program management experience encompassing strategic planning, organizational development, and budget planning and oversight
- Ten years of experience in policy development and regulatory compliance
- Competent with digital communication: web design, interactive tools and training users
- Proficient in grant development and management

Experience

Acting Office Manager, Division of Pain Medicine, Department of Anesthesiology and Pain Medicine, University of Washington School of Medicine, May 2007 – present

- Developed intranet on Catalyst and was recognized for being among first to use the CommonView platform, authored user handbook
- Pioneered method for Executive Management Committee to triage ISO 9000 documents
- Oversee daily management of Division of Pain Medicine leadership committees

Acting Manager, Faculty Appointments and Promotions, Orthopaedics and Sports Medicine, University of Washington School of Medicine, October 2006 – March 2007

- Successfully ran this fast paced and mission critical organization with no training
- Interpreted and complied with complex policy requirements for all faculty affairs

Executive Director, Take Back Your Time, December 2006 - December 2007

- Successfully guided a 10,000 member organization through a period of growth and transition in partnership with a 35-member board
- Introduced active online collaboration, voting and communication for both the Board and the membership.
- Reduced web costs by 80%.

Chair, 43rd Legislative District Democrats, March 2006 - January 2007

- Elected as principal fundraiser and event manager for the organization
- Recruited over 270 volunteers, restructured the organization's budget, doubled the historic level of funds raised, and assisted in increasing the membership two-fold.

Geographic Information Systems (GIS) Program Manager, Mason County Public Works. Washington State. September 1999 - October 2004

- Authored business development plan and cost-center model
- Successfully negotiated the retention of all staff under severe funding constraints
- Created Quality Assurance/Quality Control (QA/QC) and maintenance processes.
- Facilitated the conversion of land records in 4 years at a cost of \$1.7 M, versus prior benchmark of 6 years at a cost of \$6 M
- Appointed to a White House task group assembled to improve first responder communication. Model adopted by both ISO and ANSI. 2002 – 2004

Education

- Bachelors of Science, Geological Sciences, University of Washington, 1997
- Associates of Arts, Presidential Honors, North Seattle Community College, 1993
- Associates for Technical Arts, Legal Assisting, Edmonds Community College, 1986