

CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724



Office of the Mayor

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March 6, 2001

To: Council Members
From: Jim Shaw
Re: Planning Commission appointment

I have appointed Dawn Mashek to the Rapid City Planning Commission, pending Council ratification. Dawn will replace Karen Bulman as the designated representative from the Ward 1 area.

Dawn worked for 6 years at Black Hills, Badlands & Lakes Association where she was Vice President for Management of Sales and Member Services. She has a B.S. in Business Administration from the University of South Dakota and is a graduate of Leadership Rapid City, Class of 1995.

She serves on the Girl Scouts of the Black Hills Board of Directors and is a past member of the Rapid City Tourism Marketing Task Force.

Dawn is excited about the opportunity to serve on the Planning Commission, and I am confident she will quickly become an integral and valued participant. I ask for and recommend the Council's ratification of her appointment.

Questions ? Comments ? Please stop at my office, or call or e-mail me, anytime.

Thanks.

A handwritten signature in cursive script that reads "Jim".

Jim

Attachment



EQUAL OPPORTUNITY EMPLOYER

Dawn Mashek

900 Enchantment Road ~ Rapid City, SD 57701
Home Phone 605-348-7748 ~ E-mail masheknd@aol.com

OBJECTIVE

Hard-working team player with varied operations experience seeks challenge.

WORK HISTORY

Black Hills, Badlands & Lakes Association, Rapid City, SD

(Non-profit membership organization that promotes tourism for western South Dakota)

Vice President

3/93-8/98

Responsible for management of Sales and Member Service activities and events, Finance, Administration & Database; Act as Board/Committee Liaison

Developed new and increased existing revenue sources; Sped up distribution of publications; Increased office efficiency

Executive Assistant

4/92 - 3/93

Established database and computer network for tracking member service and sales information; Improved tracking of distribution of publications; Improved record keeping and documentation; Participated in strategic planning including administering a membership survey

Octagon Systems Corporation, Westminster, CO

(Manufacturer of hardware and software for industrial control)

Operations/Finance Manager

2/91 - 4/92

Responsible for operations staff of eight; Prepared financial statements and management reports; Performed cash flow analysis and developed budget models; trained staff to initiate process improvement; Participated in long range planning

Materials Manager

7/90 - 1/91

Analyzed inventory and implemented inventory policy which decreased inventory investment by 23 percent; Reduced throughput time by 13 days for board level products and 7 days for accessories by increasing efficiency and reducing build quantities; Increased inventory accuracy through cycle counting program

Purchasing Agent/LAN Administrator

8/89 - 6/90

Performed ABC Analysis of inventory to determine methods of procurement and prioritize items for cost reduction; Negotiated contracts; Administered Local Area Network

Purchasing Agent/Production Supervisor

4/88 - 7/89

Automated inventory and purchase order system on LAN

Customer Service Representative

8/86 - 3/88

Automated sales order and accounts receivable systems on PC based system

EDUCATION

Bachelor of Science in Business Administration, University of South Dakota, 1986
Certificate in Materials Management, University of Phoenix, 1991

COMMUNITY INVOLVEMENT

Girl Scouts of the Black Hills Board of Directors; Leadership Rapid City Class of 95;
past member of Rapid City Tourism Marketing Task Force