

DAWN K HANNASCH

CONTACT

[REDACTED]

SUMMARY

I am excited to apply for the position of Administrative Services Director with the Department of Education. I have over 25 years of experience in leading teams and managing businesses, which has equipped me with excellent interpersonal skills, critical thinking abilities, problem-solving expertise, and a commitment to servant leadership. I pride myself on supporting and developing my team, maintaining fiscal integrity, and fostering strong stakeholder relationships. DCCED leadership has referred to me as a "people whisperer." I look forward to sharing more details when we meet.

EDUCATION

Bachelor's degree
Business Administration
University of Phoenix
2022 – cum laude
Certificate Program
Operations Management
University of Phoenix
2021 – 3.87 GPA

PROFESSIONAL EXPERIENCE

Division Operations Manager

The Division of Banking and Securities, DCCED May 2022 – present.

- Develop and manage the Division's fiscal and strategic planning.
- Principle partner to the Director; Acting Director in his absence.
- Develop, maintain, and encourage a positive and inclusive working environment in all three Division locations.
- Provide fiscal impact information for Division-related legislation, including testifying before committees and having one-on-one meetings with legislators.
- Participate in public outreach and develop resources for Alaskans regarding financial fitness and fraud.
- Procurement Level 3 certification

TECHNICAL SKILLS

Budgeting
Interpersonal Skills
Critical Thinking
Communication
Strategic Planning

Program Coordinator 1

The Division of Water, DNR April 2020-May 2022

- Project management – the project was completed on time and within budget.
- Creating and maintaining data fidelity.
- Updating policies and procedures.
- Creating and maintaining a positive and inclusive atmosphere.

OTHER POSITIONS

Appointed Committee Member –
Professional Development Committee,
The North American Securities
Administrators' Association
Occupational Licensing Examiner -
Division of Corporations, Business, and
Professional Licensing
Mortgage Loan Processor –
Alaska USA Federal Credit Union
Branch Supervisor –
Northrim Bank

Records and Licensing Supervisor

The Division of Corporations, Business, and Professional Licensing, DCCED
November 2012-November 2019

- Teaching, training, and developing board staff.
- Managing and training state boards.
- Assisting Department leadership with legislative information and inquiries.
- Writing statutes and regulations (new and updated)
- Project Management for the Commissioner's database project