

DONNA HOM

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554 Tarryton Isle, Alameda, CA 94501 (510) 238-2038 (work) (510) 865-9786 (home)

Chief Financial Officer/Personnel Manager

Financial Planning / Budget Development / Personnel Management/Strategic Planning / Project Management

Senior level executive with extensive hands-on experience in local government management, financial planning, budget development, economic development, project evaluation and analysis, legislative process, human resource

Department of Aging, Health, and Human Services to department directors before issues were escalated to the
Managed approximately \$100 million annual operating budget with 600 full-time
equivalent positions. Some of the major achievements included:

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Developed, modified and maintained accounting procedures and policies. Managed all phases of accounting and payroll functions. Prepared monthly and annual financial statements, long-term and short-term budgets, revenue projection reports, and tax returns. Managed employee benefit programs such as health, vision, dental, and life insurance, pension, and profit sharing plans. Supervised accounting staff. Managed capital investment for pension and profit sharing funds. Implemented MAS 90 (an accounting system)

Accounting Manager. Amalgamated Asset Management Co., San Francisco, CA. (5/1985 to 6/1987; Salary: \$18,000/year)

Managed all phases of accounting and functions that included general ledger, accounts payable/receivable, payroll, payroll tax returns, commissions and loan progress schedules. Prepared monthly financial and revenue projections reports. Maintained fixed asset records and depreciation schedules. Managed employee benefits programs.

Academic Experience

Adjunct Faculty. University of San Francisco. San Francisco, CA. (1/2004 Present)

Teach Public Budgeting, Finance, and Human Resource in the Master of Public Administration (MPA) and Bachelor in Public Administration (BPA) programs.

Lecturer. California State University, East Bay. Hayward, CA. (3/2005 Present)

Teach Public Budgeting, Finance, Managing Public Organization, Future Organization, Human Resource, and Labor Relations in the Master of Public Administration program.

Guest speaker at California State University, East Bay for visiting Chinese scholars and local government officials.

Education

PhD Business Administration, NorthCentral University, Arizona (in progress, **anticipate completion by 2015**)

M.P.A. Public Management. California State University, Hayward, CA. 2003

B.S. Management Information System, Armstrong University, Berkeley, CA. 1985.

A.A. Data Processing, Lewis College of Business, Detroit, MI. 1983.

Certificate, Negotiation for Senior Executives, Harvard University, MA. 2005

Academic Achievements and Honors

Published articles:

Relationship Between the

Encyclopedia of Public Administration and Public Policy, Second Edition. Taylor and Francis: New York, 1:1, (in press).

Chinese Public Administration Review (a subsidiary of the Public Administration Review) Vol. 1, no. 3-4, July/December, 2002, PP. 253-260.

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Woman of the Year 2006, American Biographical Institute

Graduated with 4.0 G.P.A. with M.P.A. degree.

Employee of the Year, City of Oakland 2003.

Member of Pi Alpha Alpha, the National Honor Society for Public Affairs and Administration

Recognition for Scholastic Achiev9-38a,ITJ

Trainer of the Citizens of Oakland Respond to Emergency (CORE)
Trainer for the Citizens Academy for City of Oakland
American society for Public Administration, San Francisco Chapter board member
Council member of Adjunct Faculty at the University of San Francisco
Four years of School Site Council member with Alameda Unified School District
Four years of Equal Employment Opportunity Committee board member with Alameda Unified School District
Four years Cub Scout/Boy Scout leader
Three years Advisory Council member with City
Four years Treasurer with school PTA