

JENNIFER LI DOTSON 李丽令



MANAGEMENT

Leadership | Operations | Team Development

Highly organized and hands-on manager with international experience coordinating and supervising daily and long-term operational procedures in federal government agencies and national nonprofits. Special expertise in developing team and personal performance plans. Other strengths include community engagement, strategic process improvement; expert communicator and effective coach and mentor. Able to engage multiple roles, highly adaptable and driven to maximize opportunities to succeed.

CORE COMPETENCIES

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| ▪ Professional Development | ▪ Strategic Planning | ▪ Team Leadership |
| ▪ Policy & Procedure | ▪ Staff Assessment & Evaluation | ▪ Communications & Marketing |
| ▪ Process Improvement | ▪ Administration | ▪ Emerging Technologies |

PROFESSIONAL EXPERIENCE

Network Enterprises, Inc; Honolulu, HI
President & CEO

October 2012 - Present

- Job Placement and Retention Services. Services are provided for individuals with severe disabilities referred by the State Vocational Rehabilitation and Services for the Blind Division.
- Job Placement and Retention Services (Deaf Branch). Services are provided for individuals with hearing impairments referred by the State Vocational and Services for the Blind Division.
- Evaluation, Training, & Placement Services. Services are provided for individuals with severe disabilities referred by the State Rehabilitation and Services for the Blind Division.
- Job Placement and Retention Services. Services are provided for individuals with severe disabilities through a contract with the Social Security Administration.
- Job Placement and Placement in Transitional and Permanent Housing. Services are provided for homeless veterans through a grant awarded by the Federal Department of Labor.
- Competitive Employment in Custodial and Shelf Stocking Positions. Services are provided for persons with severe disabilities through contracts with the Federal Department of Defense at Joint Base Pearl Harbor Hickam Commissary and Medical Clinic.

Junior League of Honolulu; Honolulu, HI
President

June 2012 – June 2013

- Serves as chief executive officer of the League. She directs operations and maintains communications with Association of Junior Leagues International headquarters in New York.
- Preside at all meetings of the Board of Directors and membership.
- Responsible for signing all contract and obligations authorized by the Board and membership, including funding agreements, having first consulted with the appropriate League advisor (lawyer, accountant).
- Represents the League in the community; at social events and honors requests on community committees and Boards.
- Is an ex-officio member (non-voting) of all committees except the Nominating Committee, where she serves in an advisory capacity.
- Assures that the minimum standards of League requirements and restrictions are maintained by acting as a control; monitoring the use of process, setting of standards.
- Appoints, with the approval of the Board, other committees or task forces not otherwise provided for and dissolves them when their charge has been met.
- Meets with members of her Board and Leadership Team and the President-Elect to discuss expectations, goals, and objectives, and other significant points pertaining to the organization's activities.
- With the Board, ensure the financial integrity of the organization.
- Facilitates adherence and progression of strategic plan by monitoring progress of goals.
- Sets the yearly organizational goals and objectives with approval of Board of Directors.

Mothers Against Drunk Driving; Honolulu, HI

August 2009 -

December 2011

Executive Director

- Identify, contact and develop all sources of funds necessary to continue the operation of the organization. Develop corporate, community and other contacts to increase funding available for delivery of services and programs. Ensure that appropriate amount of funding to run the organization is available at all times; maintain a balanced budget.
- Recruit, develop and manage, in a collaborative effort, a State Operations Council (SOC) through development of a strategic plan and implementation of core services and programs.
- Develop strategic capacity building plans to enable future growth through the recruitment, training and development of employees and volunteers.
- Represent MADD to the public, media and other outside organizations and promote the organization's mission and initiatives through proactive outreach to these groups to raise awareness on the part of the public and legislators.
- Identify areas within the state where victims are underserved; develop and implement programs to ensure services are available in those areas.
- Partner closely with the state legislators in preparation of advocacy recommendations consistent with MADD's activities.
- Supervise grant administration, including ensuring regular liaison and reporting to grant funder, achievement of annual grant performance objectives through program development and fiscal management of grants.
- Provide leadership to employees, volunteers and activities to ensure that all programs, services and grants are being implemented and managed efficiently, effectively and professionally.
- Ensure compliance with MADD policies, procedures and regulations pertaining to the organization's operation, to include all grant compliance and guidelines.

Muscular Dystrophy Association; Honolulu, HI

September 2004 -

June 2009

Health Care Services Coordinator

- Be a first point of contact for families by organizing hospital-affiliated clinics. Liaison between families, medical staff and support resources.
- Provide information regarding resources such as equipment loan program and medical equipment repairs/modifications; inform families of equipment vendors while maintaining strict confidentiality and following up with individual needs that arise during clinic visits.
- Lead community outreach activities to heighten awareness of any of the 43 neuromuscular diseases; coordinate events and serve as MDA spokesperson.
- Organize and coordinate logistics of annual week-long summer camp program. Recruit volunteer counselors for summer camp program, as well as activity/program coordinators and volunteer medical staff. Establish leadership and mentoring relationship with volunteers, training them to enforce safety and risk management policies and procedures during summer camp.
- Assess needs of the community and develop support groups and services for individuals, their families and the community; serve as spokesperson on MDA's online community, set up phone friends and participate in health education seminars and Individual Educational Programs.
- Coordinate logistics for support groups and educational events including arranging donations of the facility, catering and scheduling guest speakers and facilitators.
- Generate electronic newsletters and distribute educational information to individuals, their families and sponsors regarding upcoming support group, fundraising and special events.
- Register, maintain and update family files using internal database; generate purchase orders for equipment and repairs, coordinate with insurance companies to gather pertinent information needed for billing and process invoices.

Office of the Governor; Honolulu, HI

December 2002 -

August 2004

Communications Officer

- Executed communications strategy for Governor's Office.
- Coordinated and managed communications with State of Hawaii's 18 departments.
- Wrote press releases, planned community events and coordinated social media.
- Prepared briefs for the Governor prior to press conferences, speeches and public appearances.
- Executed media strategy with reporters statewide.
- Coordinated responses to media requests, conducted media interviews and planned press conferences.
- Wrote communication materials op-eds, policy positions, blog entries and website content.
- Conveyed Governor's messages utilizing accuracy, timeliness and clarity of communication through the media.

U.S. Embassy in London; London, England

September 1998 -

December 2002

Commerce Officer

Assisted U.S. companies with efforts to enter the U.K. market through representation, direct sales, licensing agreements or joint ventures. Assisted in forming U.S.-U.K. business relationships. Analyzed information about the U.K. market, facilitated contacts with U.K. businesses, promoted U.S. products in the U.K. and European marketplace and advocated U.S. business interests.

American Chamber of Commerce in Hong Kong; Hong Kong, China

August 1996 -

Commerce Officer

August 1998

Arranged international trade delegations for U.S. companies conducting business in Hong Kong and China. Researched trade inquiries and disseminated information through surveys and reports.

US-China Business Council; Washington, D.C.

August 1992 -

Commerce Officer

May 1996

Assisted Director with outreach to U.S. companies, members of U.S. Congress, Chinese government officials, members of the press and the public & implemented educational conferences. Provided support logistics for visits from foreign government delegations; coordinated efforts with Communications & Publications department. Scheduled and coordinated department meetings, programs and events. Compiled economic and market research data for reports regarding China business environment. Researched, analyzed, and wrote on China business issues.

CIVIC INVOLVEMENT

State Department of Labor; Honolulu, HI

June 2008 -

Board of Directors and Annual Language Access Conference Chair

Present

Provide governance on implementation and compliance with language access laws; the quality of oral and written language services provided under the law; and the training of employees likely to have contact with Limited English Proficient persons, its policies and procedures for language services, its competency in working effectively with in-person and telephone interpreters, and its understanding of the dynamics of interpretation between clients, providers and interpreters.

Envision Social Entrepreneurship; Honolulu, HI

February 2010 -

Board of Directors and Monthly Speaker Bureau Program Chair

Present

Provide guidance to empower and mobilize social entrepreneurs by bringing together, supporting, and increasing the agency of public servants through community training, advocacy and action.

Seagull Schools Early Education Center; Honolulu, HI

September 2012 -

Board of Directors and Marketing Committee

Present

Provide governance for seven educational facilities serving 900 children from mixed socio-economic backgrounds. Provide input for the operation of its food service program serving over 1,500 meals a day and adult day service program where 50 challenged seniors and 240 children have the opportunity to interact with one another on a daily basis.

EDUCATION & DEVELOPMENT

CC, Early Child Education, Honolulu Community College (Honolulu, HI), [REDACTED]

MSc., Economics, London School of Economics (London, England), [REDACTED]

BSc., Government, Georgetown University (Washington, D.C.), [REDACTED]

Government and Cantonese Chinese, Chinese University of Hong Kong (Shatin, Hong Kong), [REDACTED]

Government and Mandarin Chinese, National Chengchi University (Taipei, Taiwan), [REDACTED]

High School Diploma, Punahou School (Honolulu, HI), [REDACTED]

Chinese History and Mandarin Chinese, Beijing Teacher's College (Beijing, China), [REDACTED]

Foreign Languages: Mandarin Chinese, Cantonese Chinese, Vietnamese, Japanese.

Professional Certifications and Distinctions: Organizational Development Institute, Myers-Briggs Type Indicator, Leadership Practices Inventory, Birkman Method, Hawaii Community Foundation "Promoting Outstanding Nonprofit Organizations" (PONO) Leaders Academy, Harry and Jeanette Weinberg Foundation Fellowship.

Honors and Awards: Hawaii Business Magazine "20 For the Next 20" Award, Pacific Business News "Businesswoman of the Year-Nonprofit" Award and "Forty Under 40" Award, MDA Western States Division "Spirit of Caring" Award.

VOLUNTEER INVOLVEMENT

Weekly radio show host at Wall Street Business Network KGU 760AM, Executive Vice President and Interview Admissions Committee at Georgetown University Alumni Club, Class Correspondent and Reunion Gift Committee Co-Chair at Punahou School Alumni Association, Reading Tutor at Hawaii Literacy, Logistics team leader at Asia-Pacific Economic Cooperation (APEC) Hawaii, Hula dancer with Ka Pa Hula 'O Kauano'e 'O Wa'ahila.