

# AMY STONEHILL

amystonehill@yahoo.com \* 530-788-2966

## PROFESSIONAL SUMMARY

Highly organized and detail-oriented Contract Manager and Program Analyst with more than 20 years of experience providing thorough, organized administrative support to a variety of senior level executives, 15 of which serving in administrative government capacity.

## SKILLS

Excellent communication skills	Executive and Administrative support specialist	Payroll
Training and Development specialist	Budget allocation and expenditure experience	Expense Reporting
Equipment Coordination specialist	Project Planning, Management and Implementation	Accounting familiarity
Human Resources laws and knowledge	Creation/Implementation of Tracking Systems	

## WORK HISTORY

State of California – Sacramento, CA

07/1999 – Present

### Department of Transportation, Division of Right of Way, Planning and Management (ROW) 01/01/12 to Present

Associate Governmental Program Analyst, Contract Manager, Planning and Management: North Region Title and Escrow Contract Manager, Training Coordinator, and Equipment Coordinator. Planning and Management Phase Coordinator. Work with senior management to monitor annual operating budget (OE 350k OH 170k), and provide projections on estimates and completion.

### California Alcohol and Drug Programs (ADP)

02/15/10-12/31/11

Associate Governmental Program Analyst, special Assistant to the Assistant Deputy Director: Provide Assistant Deputy Director and Deputy Director with sufficient information to respond to requests for information from internal and external customers. Coordinate meetings, develop project tracking systems, apprise management of project status, develop reports, prepare presentations, and develop other documentation. Department eliminated; transferred.

Associate Governmental Program Analyst, special Assistant to Chief Deputy Director/Director: Research, analyze and make recommendations on specific issues upon which department-wide decisions are enacted. Coordinate Executive staff assignments to ensure deadlines are met. Administration change, transfer required.

### Department of General Services (DGS), Procurement Division (PD)

07/31/08-02/14/10

Staff Services Analyst, Assistant to Chief Procurement Officer: Research, analyze and recommend pertinent information specific to Small Business, California Strategic Sourcing and other program areas to the Chief procurement Officer. Liaison with The Governor's Office and The Legislature, State and Consumer Services Agency. Promotional transfer.

### Department of Insurance (CDI), Human Resources Management division (HRMD)

01/01/08-07/30/08

Management Services Technician (confidential), Assistant to the Chief of Personnel: Maintain the division's accounting records; prepare purchase orders and service authorizations. Analyze and audit all invoices. Promotional transfer.

### Department of Consumer Affairs (DCA), Human Resource Division (HRD)

06/19/06-12/31/07

Management Services Technician, Assistant to the Chief of Personnel (Personnel Officer): Promoted to Assistant of Personnel Officer, Labor Relations Officer and five other managers in the Personnel Services. Create and maintain all sensitive and confidential personnel files, established and maintained systems to ensure critical time frames. Lateral transfer.

### Department of Industrial Relations (DIR), Division of Occupations Safety and Health (DOSH), Sacramento Mining and Tunneling District Office (District Office)

02/2001-06/2006

Office Technician and Executive Secretary to Senior Engineer: Provide support to Senior Engineer and 5 Associate Safety Engineers. Assistant IMIS Coordinator. Lead for District Office with oversight over all office functions. Promotional transfer.

### California Energy Commission

07/2000-02/2001

Office Technician, Secretary to District Engineer: Analyze, process, track and coordinate Requests for Proposals, Request for Information and Request for Qualifications for Contracts Division. Lateral transfer.

### Department of Veterans Affairs

07/1999-07/2000

Office Technician: Due to Cabinet Secretary withdrawal from Confirmation Process, reassigned 06/04/00 to Cal Vet Home Loans, Farm and Home Division. Loan package analysis, eligibility determination, general customer service. Lateral transfer.

Executive Secretary Out Of Class Confidential: Special Assistant to Cabinet Secretary and Undersecretary, three Deputy Secretaries and executive staff. Analyze, process, track and coordinate correspondence with the Governor's Office, State Assembly, State Senate, and constituents for executive office. Administration change; transfer required.

Office Assistant: Secretary to Sales/Field Operations Manager and Headquarters' Operations Manager. Promoted within 3 months to Cabinet Secretary's staff.

## EDUCATION

Trinity Life Bible College, Sacramento, CA: Business Management

Mt Hood Community College, Troutdale, OR: General Studies

L.I.F.E. Bible College, Los Angeles, CA: Pastoral Studies

# AMY STONEHILL

amystonehill@yahoo.com \* 530-788-2966

## AWARDS

### Department of Transportation, Division of Right of Way

#### Silver Superior Accomplishment Award

11/2014

Reconciliation of Expired Contracts Missing Final Policies: Negotiated and Coordinated with Title Company for the recreation, payment and close out of 127 out-of-contract Title and Escrow Final Policies.

#### Golden Superior Accomplishment Award

9/2013

Riego Road Mitigation Project: Coordinated emergency contract to enable urgent mitigation need for bridge completion.

## SPECIAL ASSIGNMENTS

### Department of Alcohol and Drug Programs

#### Statewide Regional Stakeholder Meetings

7/2010-8/2010

Arrange, coordinate and oversee all Statewide Regional Stakeholder Meetings as required by legislation passed by the Governor to educate statewide stakeholders and the public on Realignment, Transition of ADP to DHCS, and receive input and recommendations on where to place remaining functions once ADP is eliminated.

#### Governor's Transition Binder

6/2011

Coordinator and Lead, Governor's Transition Binder – Coordinator, Editor, Deliverer.

#### Governor's Transparency Project

6/2011

Procedures Implementation Lead, Governor's Transparency Project – Creation and Implementation Coordinator.

#### Biennial Alcohol and Drug Program Training Conference

10/2010

Coordinator, Alcohol and Drug Program's Biennial Alcohol and Drug Treatment Training Conference. This conference has a national audience and included securing the following speakers: White House Deputy Director of Demand Reduction for the Office of National Drug Control Policy David K. Mineta, White House Office of National Drug Control Policy A. Thomas McLellan, Governor's Chief of Staff Susan P. Kennedy, and Superior Court Judge Rogelio Flores.

### Department of General Services

#### Website Usability Project – Procurement Division

5/4/09 – 12/31/09

Helped redesign DGS external Internet website. Analyzed all current data on the current site; created and presented recommendations to senior executive management staff; worked with team to create all new pages; worked with Public Affairs staff for implementation of new website. Responsible to create all spreadsheets, tables and reports for this project.

#### UNSPSC Task Force Team Leader

1/15/09 – 09/15/09

Created and oversight of the United Nations Standard Products and Services Codes (UNSPSC) Task Force to produce a working "Cheat Sheet" for all State Departments. The Task Force included team members from all four Pilot Departments (Department of Consumer Affairs, Department of General Services, California Highway Patrol and California Department of Transportation). Analyzed and organized data from Pilot Departments for interdepartmental use, policy analysis, and created guidelines for "Cheat Sheet".

#### Coordinator/Facilitator for CA IT Future Procurement Forum

8/02/09-8/11/09

Requested by the Director to coordinate and facilitate the California Information Technology Future Procurement Forum for the Governor's Office. The Governor's Office requested that the DGS host a live panel discussion with webcast and invite all state-wide IT Vendors to answer questions pertaining to the IT Procurement changes implemented in the newly signed budget. Coordinated with the Governor's Chief of Staff, the California Chief Information Officer and her Chief Deputy Director as well as the State and Consumer Services Agency's Secretary and the DGS Chief Procurement Officer for the live panel; created a team to put on the event; coordinated with the Public Affairs Office to handle all public issues; worked with the webcast team to produce the webcast; coordinated the Outreach team to create and handle the registration of all attendees both physically at the event as well as those logging into the webcast; coordinated responses to questions following the event and posted questions and answers on DGS/PD website.

#### eProcurement Training Coordinator

1/15/09 – 5/1/09

Requested by the Chief Procurement Officer to coordinate training for the eProcurement (eP) Project. eP is the tool used by all state departments and vendors to buy and sell goods and services to the State of California. Arranged all necessary facilities for training of 240 State Departments. Analyzed needs, authored reports, purchased webinar services and arranged coordination of all webinars for eP System Administrators, Pilot Agencies and 60,000 supplier/vendors state-wide.

#### Public Records Act Policy Team

10/29/09 – 06/30/10

Requested by the Chief Procurement Officer to join the Public Records Act (PRA) Policy Team. The PRA Team was charged with writing and implementation of the PRA Policy for the Procurement Division. In addition, on 12/09/09 selected to be the Change Agent for the Section Procedures Implementation as well as a Team Trainer to train all units within the Procurement Division on the new Policy and Procedures.

References provided upon request.