

Subject: Online Form Submittal: Advisory Group Application
Date: Monday, December 23, 2024 2:03:20 PM

Advisory Group Application

Step 1

Application for Appointment to Whatcom County Advisory Groups

Public Statement

THIS IS A PUBLIC DOCUMENT: As a candidate for a public advisory group, the information provided will be available to the County Council, County Executive, and the public. All advisory group members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

Title	Field not completed.
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First Name	Suzy
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Last Name	Thompson
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Today's Date	12/23/2024
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Street Address	
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City	
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Zip	
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Do you live in Whatcom County?	Yes
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Do you have a different mailing address?	YES
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Mailing Address	
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Primary Telephone	
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Secondary Telephone	Field not completed.
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Email Address	
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Step 2

1. Name of Advisory Group	Birch Bay Watershed and Aquatic Resources Management Committee
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?	Yes
3. Which Council district do you live in?	District 5
4. Have you ever been a member of this Advisory Group	No
5. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?	No
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?	No
You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions	Attached
7. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education	I have recently relocated to Birch Bay, WA to help care for my Mother-in-law who was born and raised in Birch Bay. My family has been coming here since our children were little, love the area and my husband and I plan to retire here. I grew up in Bristol Bay Alaska where aquatic life was very important to our lively hood and Alaskan Native history. Caring for our our waters is very important. I have a degree in Business Administration with an

emphasis in Management and Accounting.

8. Please describe why
you're interested in
serving on this
Advisory Group.

I want to be involved with my new community and care for our
beautiful bay.

References (please
include daytime
telephone number):

Mary Anne Rielly. 360-920-7223

Appointment
Requirements

I understand and agree

Signature of applicant:

Suzanne I Tibbetts Thompson

Place Signed /
Submitted



(Section Break)

Suzanne "Suzy" I. Tibbetts Thompson

Diligent and resourceful applicant with 15+ years' experience in scheduling and planning, resource management, procurement, and team collaboration. Proficient in office administration, accounts payable and time management. Excel at problem solving, risk mitigation, cost reduction and adaptability.

Work Experience

06/03/2019 – 10/03/2024, 40 hours per week, Alyeska Pipeline Service Company, Anchorage, AK.

02/21/2022 to 10/03/2024 - Buyer II. Serve as a liaison between Alyeska and suppliers, providing procurement and commercial guidance for purchase orders. Ensures Alyeska receives the best overall value for the purchase of materials while mitigating risk to the company. Through the application of purchasing procedures, participates in the development and fulfillment of purchase order and contract requirements in the purchase or sale/delivery of equipment, materials, products or services into an integrated enterprise business system and maintains internal controls around the function. Prepares bids or requests for quotes (RFQ) including specifications and requirements, negotiates contract terms, participates in determination of acceptable bids and approves PO revisions to PO terms. Work with our legal department to determine when revisions to standard PO terms and conditions require legal input while working in a team environment to provide customer support to internal and external clients. Accountable for projects and job assignments requiring independent decision making, expertise, collaboration, and professional purchasing skills. Leading the competitive bidding process; drafting procurement language; implement purchase order agreements; develop and implements formal procurement strategies; leads commercial negotiations with suppliers while complying with all Federal, State, Local and regulatory requirements for operations for our specific environment. Extra assignments include OneSpan e-signature portal, Oracle implementation of OSD&D process and quarterly updates, and desk top procedures for archiving documents and expediting.

06/03/2019 – 02/20/2022 - Buyer I. Participates in and assists with the development and fulfillment of purchase order and contract requirements in the purchase or sale/delivery of equipment, materials, products or services in an integrated enterprise business system, and maintains internal controls around the function. Assists with preparation of routine bids or requests for quote (RFQ) including specifications and requirements, and make acceptable bid recommendations. Assist with the competitive bidding process, drafting procurement language, implement purchase order agreements, and assists in negotiations.

03/18/2019 - 05/31/2019, 40 hours per week, Chugach Alaska Services, Expediter at Alyeska Pipeline Service Company, Anchorage, AK.

Proactively expedites critical project materials and equipment ensuring timely delivery to destination. Coordinate's material shipment activities between buyers, suppliers, manufacturers, transportation carriers, warehouse, inventory control, project managers, project planners, and project material coordinators. Single point of contact for expediting and reporting delivery status on all project materials for both the Pipeline and Valdez terminal. Provide back-up for project buyer as necessary. Provides excellent customer service and follow through on all clients requesting the expediting of materials. Participates on the Incident Command System (ICS) Team in support of materials purchasing, transportation, and logistics

01/08/2018 - 03/18/2019, 40 hours per week, Chugach Alaska Services, Accounts Payable Analyst at Alyeska Pipeline Service Company, Anchorage, AK.

Provides a variety of accounts payable and clerical duties in direct support of the Alyeska Inventory Control/Logistics Supervisor, Transportation Lead and Accounting Department. Compiles, organizes, processes and summarises cost allocation, and coding data directly related to transportation invoices.

Responsible for reconciling invoices, preparing documentation, electronic invoice submittal in Oracle Financials, and maintaining records. Working closely with staff and clients to ensure consistency and compliance in established policies and procedures. Provide training to new staff and assist others in daily job function.

06/05/2017 - 01/05/2018, 40 hours per week, Municipality of Anchorage, Fixed Route/Paratransit Scheduler, Anchorage, AK. Responsible for developing and managing the fixed route bus schedules. Such duties include investigating, evaluating existing schedules, and recommending revisions. This includes writing, revising, and producing new schedules using scheduling software, contracting bus operator work assignments, run cutting using a semi-automated and/or automated process. Other duties include preparing maps, notices, and route descriptions relating to service changes using GIS and other presentation software. This position also assists in the development of various technical reports and service change analyses. Technical Readings: TCRP Report 135: Controlling system Costs: Basic and Advanced Scheduling Manuals and Contemporary Issues in Transit Scheduling.

10/2016 - 12/2016, 20 hours per week, DT Services, Office Manager, Anchorage, Alaska. Part time position. Book keeping in QuickBooks to include accounts receivable, accounts payable, setting up new accounts and paying bills. Update crew manuals with current season information. Setting up systems for office work. All duties as assigned by owner.

10/2013 - 7/28/2016, 50 hours per week, Golden North Van Lines, Office Manager, Anchorage, Alaska. Overseeing the daily office functions, Commercial Department Manager, Sales Associates, Move Coordinators, Reception, Liaison between Managed IT contract, approved payroll for office personnel, collect past dues, dispose of abandoned shipments, intermediary for contracted company developing a program for calculating quotes for clients, writing procedures and policies for inter office functions, and finding solutions for daily office challenges.

1990 - 9/2013, 60 hours per week, Peninsula Airways, Inc.,

16 DEC11 - 9/2013, Director, System Operations Center (SOC), Anchorage, Alaska. Oversee a new department SOC which entails Traffic Management, Crew Scheduling, Maintenance Coordinators and Schedule Planning; Traffic Management oversees Revenue decisions for all irregular operations, charter implementation, US Mail/cargo movement on scheduled service and cargo aircraft, and large group movements. Crew scheduling is responsible for scheduling crews under FAR121 and FAR135 regulations ensuring compliance. Maintenance Coordinators manage the daily maintenance events ensuring line maintenance personnel are notified, monitor hours left to maintenance inspections, utilize the hours thru constant manipulation of assigned flights, and planning with the Maintenance manager inspections that require aircraft off the flight line. Schedule planning includes all the duties for the Schedule/Planning Manager listed below. Worked closely with regulatory Managers for Crew Schedulers and Maintenance Coordinators. Researched, assisted in developing and implemented a crew scheduling program which ensured regulatory

compliance. Oversee and design a department manual implementation for each section of SOC.

1JUN10 - 15DEC11 Director, Planning/Resource Mgmt, Anchorage, Alaska. Coordinator of the System Revenue Control team in day of operation management, receiving information from Traffic Management, Dispatch, Crew scheduling, Maintenance, and stations to make decisions on day of operations regarding maintenance, weather and customer service delays. Maximize loads by altering schedule or implementing additional flights for passengers and mail. All duties of the 121 Scheduling/Planning Manager listed below.

DEC01 - MAY10 121 Scheduling/Planning Manager, Anchorage, Alaska. Entails creating the flight schedules according to market demand and directives from the COO. Implementing the schedule by preparing a schedule filing that is submitted to OAG for the US Postal Service, Alaska Airlines, and Sabre Flight Scheduling. Analyse loads for projecting future schedules, accommodating charters, providing flight schedules to crew scheduling, communicating schedules to stations for staffing, long term maintenance coordination with the Maintenance Manager, week to week maintenance planning, creating and implementing a tracking work sheet for maintenance inspections to allow maximization of hours, Dutch Harbor schedule planning to move 5000 passengers within 17 days and under limited operational hours for commercial fisheries seasons, and inventory management.

Skills

Flexible, Adaptability, Critical thinking, Quick learning of technology, Leadership, Problem Solving, Customer Service, Independent, Time Management.

Education

Bachelor of Science in Business Management, University of Montana, Missoula, MT. Major in Business Administration, with emphasis in Accounting and Management.

University of Alaska, Anchorage, AK. Studying Business Administration, 2 years.