

## Online Form Submittal: Board and Commission Application

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Tue 9/15/2020 1:35 PM

### Board and Commission Application

#### Step 1

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#### Application for Appointment to Whatcom County Boards and Commissions

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##### Public Statement

*THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission 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.*

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Title	Ms.
First Name	Theresa
Last Name	Coe
Today's Date	9/15/2020
Street Address	157 Northwood Drive
City	Point Roberts
Zip	98281
Do you live in & are you registered to vote in Whatcom County?	Yes
Do you have a different mailing address?	Field not completed.
Primary Telephone	3605033166
Secondary Telephone	3603717122
Email Address	theresacoe@hotmail.com

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**Step 2**

1. Name of Board or Committee	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. Are you a US citizen?	Yes
5. Are you registered to vote in Whatcom County?	Yes
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?	No
7. Have you ever been a member of this Board/Commission?	No
8. 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?	Yes
If yes, please explain	General Manager, Birch Bay Leisure Park
You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions	<a href="#">Theresa-Coe.pdf</a>

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education	Please see attached resume, includes all past employment but does not include my current employment at Birch Bay Leisure Park - June 2020 to Present, General Manager
10. Please describe why you're interested in serving on this board or commission	Birch Bay Leisure Park has a interest in the activities in and around Birch Bay and would like to participate as an active member of the Birch Bay community.
References (please include daytime telephone number):	David Lightfoot 206-660-6191 Ross Bradie 720-394-9540
Signature of applicant:	Theresa A. Coe
Place Signed / Submitted	Birch Bay, Wa
(Section Break)	

Email not displaying correctly? [View it in your browser.](#)

# Theresa Coe

Point Roberts, WA

[theresacoe@hotmail.com](mailto:theresacoe@hotmail.com)

360-503-3166

My enthusiasm, dedication and life experience along with my professional and personal work ethic and traits provide a dedicated responsible employee that has a diverse background from management, accounting, sales and service, construction, marine and aviation knowledge and experience. I enjoy a team environment, creative thinking, problem solving and new challenges that provide for both personal and professional growth.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **General Manager**

Point Roberts Marina - Point Roberts, WA

January 2018 to Present

- Responsible for all operations of the 920 slip marina and fuel dock.
- Liaison with the community, yacht club, fishing club and customers. Boating organizations, yacht brokers and rendezvous committees..
- Permitting and coordinating with agencies such as the Department of Ecology, Whatcom County, Clean Air Act, Fish and Wildlife, Army Corps of Engineering
- Accounting and payroll duties, daily, monthly, quarterly, annual reports and budgets. Capital expenditures. Reviewing monthly financial reports and taking corrective action as needed.
- Designing and executing marketing and advertising plans
- Creating new revenue streams such as JUICY RV Rentals and Whidbey Island Race Week now Point Roberts Race Week

### **Project Coordinator**

Point Roberts Marina - Point Roberts, WA

2014 to January 2018

- Administration and coordination of special projects and purchasing. (renovation of the marina restaurant to vehicle purchasing).
- Slip management and operations, (900+ slips) daily tenant account management/reconciliation. Bookkeeping practices including fuel management, bank reconciliation, monthly and quarterly reports.
- Problem solving, liaison between customers and facility maintenance
- Proficient in communicating the regulations regarding International waterway rules and customs and border protections regulations
- Employee training

### **Executive Assistant / Project Manager**

Aviation Research Corporation - Point Roberts, WA

2011 to 2014

- Office Manager responsible for payables/receivables, taxes, invoicing and all aspects of administrative duties.
- Corporate travel arrangements including flights, hotels and car rentals worldwide.
- Mass media newsletters, corporate user conference and global trade show organization.
- Responsible for airside simulation studies, airside user manual, concept development, software testing and training of users as well as liaising with the software development team for the construction of algorithms in air traffic control.
- Help desk support for software users.
- Management of client software licenses, renewals, and product keys.

### **Air Traffic Control / IFR Training Simulation Specialists**

Federal Aviation Administration & Nav Canada - Oakland, CA & Vancouver, BC  
2003 to 2011

- Air traffic control support and remote pilot operator for Nav Canada Air Traffic Control Training program.
- Operation of customized computer programs for simulated actions and communication to facilitate the training of new and seasoned air traffic controllers medium and high intensity training exercises.
- Translation of voice commands from students and controllers to simulate real life air traffic control operations ranging from day to day traffic flow to emergency and military operations.
- Working with specialized aviation software creating, developing and validating simulation packages, lessons, presentations and supporting documentation.
- Maintenance of aircraft types, performance, routes, departures and arrivals for aviation simulation software.
- Certificate Air Traffic Control, En Route Training and Oceanic Procedural Processing.
- Vancouver Area Control Center, Oakland Air Route Traffic Control Center and Oceanic air space.
- Air traffic procedures and policies of Nav Canada (Manual of Operations) and the FAA Operations Manual (7110.65).
- Air Traffic Control Oakland, Area D.
- Air Traffic Control Vancouver, Vancouver West.

### **Business Development Manager**

Jemco Display - Vancouver, BC  
2001 to 2003

- Business Development Manager in charge of acquiring new dealers throughout North America and extending into Europe.
- Training and support to new and existing dealers.
- Design of sales and marketing materials, created a dealer sales manual, product brochures and video CD productions.
- Design and cost analysis of custom trade show booths, construction supervisor and technical support for custom in-house manufacturing operations.
- Sales and technical adviser to the dealer network.
- Organized the first dealer conference.

### **Senior Sales Associate**

Divers Direct Outlet - West Palm Beach, FL  
2000 to 2001

- Senior Sales Associate for high end mega retail scuba diving establishment. (18,000 sq. ft store)
- Winner US Divers Aqualung sales contest;

- Member \$100,000 club for individual sales achievement.
- Member \$30,000.00 club for continuous monthly sales achievement.

### **Manager Design Department**

Expo Displays Inc - Tampa, FL  
1990 to 2000

- Trade show booth design and display.
- CAD and manual drafting from conceptual to presentation. Working and assembly drawings.
- Construction supervisor and technical support for in-house manufacturing operations.
- Sales and technical adviser to outside sales force for North America.
- Inside sales associate.
- Preparation of design and product literature.
- Computer management, installation and instruction.
- Accounting of monthly, quarterly and yearly sales for the design team.

### **Office Manager / Bookkeeper**

PWH Equipment - Tampa, FL  
1984 to 1987

- Office manager and bookkeeper for a petroleum construction company specializing in underground fuel tanks.
- Management of service calls and billing
- Payroll, taxes, daily, monthly, quarterly, annual reports.
- Accounts receivable and payable

## Education

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### **Certificate in Design**

Hillsborough Community College - Tampa, FL  
1991

### **Associate of Science in Design**

United Electronics Institute Inc - Tampa, FL  
1988 to 1990

### **Air Traffic Control Degree in Aviation**

Mike Monroney Aeronautical University Center - Oklahoma City, OK  
2003

### **Bachelor's in Business**

University of South Florida - Tampa, FL  
1984

## Skills

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- MS Office, Excel, Word, Quickbooks, Power Point, AutoCad, Marine and Aviation specialized software, Project Management, Accounting, Operations, Training, Scheduling, Sales, Training, Inventory Management, Team Building (10+ years)
- Financial Report Interpretation

- Bank Reconciliation
- Drafting
- Accounts Payable

## Assessments

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### **Emotional Competence — Highly Proficient**

August 2019

Managing one's own emotions and understanding those of others.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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Private Pilot, Please Craft Operators License, Aviation and Marine Radio Operators License, CPR, Professional Level Scuba Diver, Qualify for Security Clearances in both Canada and the United States

Legal to work in both the United States and Canada