

DAWN M. SHARPE, CCE, IOM

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SUMMARY

Results focused leader with 19 years business management experience. Certified Civil Law Paralegal and served as CEO of 1,200+ member chamber of commerce. Diverse background includes strong government relations, media relations, economic development, leadership and staff development. Outstanding strategic planning, fundraising and volunteer development skills.

EXPERIENCE

Vision + Plan = Success - DS Consulting IOM, LLC

2011 – Present *Chief Executive Officer*

Owner and developer of planning strategies for Business Support from start up to redevelopment.

- Facilitate board of director retreats providing long term and short term planning according to SWOT analysis and vision of organization building award winning teams.
- Instructor at ACCE, U.S. Chamber of Commerce Institute and State/Regional Conferences, providing instruction on strategic development, disaster recovery, public relations, policies and procedures, fundraising, membership development/retention.

East St. Tammany Chamber of Commerce – Slidell, Louisiana

2007 – March 2018 *Chief Executive Officer* 2002-2007 *Member, Board of Directors*

Top staff executive for 1,200+ members/\$750,000 budget chamber with 21 member Board of Directors, plus advisory members including representation from tourism, economic development, education, municipalities and workforce development. Supervise local Main Street Director, Leadership Program, Marketplace Manager, 7 staff members and over 200 volunteers. East St. Tammany Parish is a diverse community of 150,000 population in south Louisiana located on the Northshore of New Orleans. Accomplishments include:

- Growth of membership after hurricane devastated region to 1,200 with development of new membership dues structure and retention plan including member touches and relationship building for a yearly retention over 94% (ACCE top 10 in the nation recognized).
- Strengthened U. S. Chamber Accreditation from 0 Stars to 3 Stars to 5 Star Chamber Status with development of Strategic Plan in accordance with accreditation application. Utilized staff to promote ownership of prestigious accomplishment, which includes only top 3% chambers in the nation.
- Organized regional partnerships with Northshore chambers, economic development, tourism and business councils for Legislative Alliance to drive policy issues on local, state and federal issues.
- Led the purchase, remodeling and relocation to a \$1.3 million new chamber home in historic hotel providing a gateway to downtown Main Street area with an artist co-op in the building for revenue generation and entrepreneurial development.
- Developed and facilitated affinity programs, ambassadors, emerging young professionals, leads groups, workforce/business training task force, education consulting and provided over 450 opportunities a year for businesses to promote themselves and build relationships including 6 major fundraisers.
- Served as liaison between government officials on local, state and federal levels, representing business and community issues. Facilitated yearly D.C. fly-in including U.S. Chamber briefings and congressional visits. Selected by community leaders to serve on Vision Regional Board and Economic Development Team.
- Expanded Leadership Northshore Program through recruitment and reorganization. With over 500 graduates, the nine month program is the most sought after adult learning program in the region.
- Managed Chamber's website and weekly broadcast for membership and volunteer leadership.

Thornhill Law Firm – Slidell, Louisiana

4/1999 – 4/2007 *Certified Paralegal, Notary Public, Office Manager*

Legislative Assistant to State Representative Tom Thornhill (1999)

Manage attorneys and staff; Bookkeeping; Contract and Case Management; Preparation of Corporate Documents; Civil Litigation

Charles N. Branton, Attorney At Law – Slidell, Louisiana

5/1997 – 3/1999 *Certified Paralegal – Civil Litigation*

Fields and Wilkinson Law Firm – Stuart, Florida

3/1994 - 3/1996 *Certified Paralegal/Legal Secretary - General Civil Litigation*

Hailey, McNamara, Hall, Larmann & Papale – Metairie, Louisiana

3/1990-8/1993 *Certified Paralegal to Richard T. Simmons*

Federal White Collar Criminal Law and Civil Litigation

Brooke, Morial, Cassibry, Fraiche & Pizza – New Orleans, Louisiana

3/1989-3/1990 *Certified Paralegal to Dutch Morial and Elaine Guillot, Class Actions*

EDUCATION & CERTIFICATIONS

2013 Association Chamber of Commerce, Certified Chamber Executive Program C.C.E.
2011 LSU Louisiana Industrial Development Executives Assoc. Training
2007-2010 U. S. Chamber Institute, Non-Profit Management Program, Certified I.O.M.
1999 Louisiana Notarial Training and Testing – Certificate Appointed
1988 National Center for Paralegal Training, Atlanta, Georgia
Honor Graduate, Civil Litigation Certified
1986-1988 Louisiana Tech University, Early Childhood Development

ACCOMPLISHMENTS & AWARDS

2016 Louisiana Association of Chamber of Commerce Executives Leadership Award
2016 Paul Harris Fellow recognition by Northshore Rotary for Community Leadership
2015 Leadership Northshore Pearl Award for Community Leadership
2014 Community Connections Award for the St. Tammany Parish Public School System
2012 Louisiana Legislative Women’s Caucus Foundation, Woman of Excellence, Business
2012 Louisiana Association of Chamber of Commerce Executives Leadership Award
2010 American Chamber of Commerce Executives National Chamber of the Year
2010 New Orleans City Business Woman of the Year Honoree
2010 Louisiana Alliance for Good Government Civic Award
2009 Louisiana Association of Chamber of Commerce Executives Leadership Award
2006 Greater Slidell Chamber Member of the Year Award
2006 Greater Slidell Chamber Director of the Year Award
2002 Slidell Business and Professional Women, Woman of the Year Award

CIVIC AND COMMUNITY INVOLVEMENT

Louisiana Association Chamber of Commerce Executives – 2013 President, Board Member
Center for Chamber of Commerce Excellence, University of Oklahoma, 2014- President, Instructor
Northshore Rotary & Camellia City Kiwanis – Founding Member
Slidell Women’s Civic Club – Board Member, Past Treasurer, Past Ball Captain
American Heart Association/American Cancer Association – Team Leader for Annual Walk
Slidell Business and Professional Women -Past President and Board Member
Junior Auxiliary of Slidell - Life Member, Past Fundraiser Chairman and Board Member