

Marla I. Giedra
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 Yakima, WA 98902
 509-440-4726

PROFILE

Resourceful, Accomplished, Energetic and dependable professional with over 24 years experience in human/customer relations. Proven leadership in handling confidential and secure information, Skilled in all aspects of day to day operations including coordinating work functions, scheduling, finance planning, data management and resource development, culturally skilled, with an emphasis on working with a diverse population of all ages. Capable of working independently utilizing all aspects of technology.

KEY AREAS OF EXPERTISE INCLUDE:

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|-------------------------|-----------------------|-----------------------------|
| • Communication | Customer Service | Problem Solving |
| • Day to day operations | Multicultural Skilled | Motivated/Positive Approach |
| • Teamwork | Managing Finances | Technological System |

PROFESSIONAL EXPERIENCE

RCDR/CLF

Lead Outreach Farm Specialist

Sept 1, 2010 to Present

- Review all objectives and activities , determine schedules for educational series and work divisions
- Conduct meetings with grant advisory committee, USDA agencies, packing houses, Ag industry, trade association
- ~~Prepare press releases for media, prepare informational material, hold press conferences~~
- Coordinate events schedule, secure venues, presenters, exhibitors
- Maintain farmers, stakeholders, media, USDA agencies, organizations database
- Supervise grant proposed team

RCDR/CLF

Community Partnership Farm Risk Specialist

August 31, 2011 to August 31, 2012

- Coordinated and facilitated workshops for Risk Management awareness
- Conducted Strengths, Weakness, Opportunity , threats analysis for Farmers
- Travel for onsite visits, Marketing, developed short and long term risk management planning
- Assist with excel and computer basic 101 classes
- Conducted public radio programs and media exposure
- Worked closely with State Regional office and CLF President-CEO
- Maintain ongoing files and farmer data, provided monthly and quarterly reports.

RCDR/CLF

Partnership & Stakeholder Coordinator

September 2010 to August 31, 2011

- Collected and prepared project data for agency review, Implemented project marketing plan
- Coordinated educational training activities, Identified and coordinated presenters for workshops
- Coordinated presentations with USDA & Private Industry representatives, Utilize tools for surveying farmers/ranchers in focus groups, Set up meetings with trade associations and partnership possibilities
- Coordinated and promoted advocacy & networking events, prepared month reports to President-CEO
- Assisted the President/CEO In Media Release, Equipment Access and Private Fund Raising

Escrow Manager, Schreiner Title Yakima WA

September 2004 to July 2010

- Managed Escrow Department, in Yakima & Sunnyside (3 Escrow Officers, 2 Escrow Assistants, 1 Accounts Payable), monthly Balance & Reconciliation sheets, Send & Receive bank wires, Record legal documents, recognize Title Issues, Escrow Closings in Spanish/English speaking.

Loan Officer, Wells Fargo Home Mortgage Yakima WA

March 1990 –March 2004

- First time Home Buyers, Purchases, Refinancing Home Loans, Filed and processing of loan applications
- Down payment assistant programs, Construction loans, Credit report and Marketing

EDUCATION

Pasco High School, Pasco WA High School Diploma