

Sent from my iPhone

Begin forwarded message:

**From:** "Davis, Marcia (DOR sponsored)" <[marcia.davis@alaska.gov](mailto:marcia.davis@alaska.gov)>  
**To:** "Whitaker, Jim (GOV sponsored)" <[jim.whitaker@alaska.gov](mailto:jim.whitaker@alaska.gov)>, "Jang, Grace (GOV sponsored)" <[grace.jang@alaska.gov](mailto:grace.jang@alaska.gov)>  
**Subject:** **FW: Offering to return as proofreader for December**

FYI. Offer of temp help until Jan 9 on communications out of Gov's office.

**From:** Suzanne Downing **Balance of Interest/Privacy**  
**Sent:** Thursday, December 04, 2014 10:14 AM  
**To:** Davis, Marcia (DOR sponsored)  
**Subject:** Offering to return as proofreader for December

Dear Marcia,

As former Communications Coordinator in the Governor's Office, I know how important it is to have a proofreader for press releases, letters, and other writings that are sent out on the governor's behalf. Typos can greatly embarrass the team and can diminish credibility.

I would be honored to help you as such during December, as I know you have many deadlines to meet and situations to resolve.

My resume is attached. I could return immediately and stay until Jan. 9, as I have taken a position with the legislature that starts in mid-January.

Thank you and best wishes,

Suzanne Downing  
**Balance of Interest/Privacy**



## SUZANNE DOWNING

Balance of Interest/Privacy

### PROFESSIONAL PORTFOLIO

#### **SPEECHWRITER / COMMUNICATIONS PROFESSIONAL**

**Office of the Governor, State of Alaska**

**June 2010-present**

- Frame messaging and provide full complement of integrated message avenues
- Provide long-form, short, and bulleted public addresses, opinion pieces, scripts, toasts, welcome remarks, policy explanations, eulogies
- Provide research and targeted communication strategies for the governor, senior staff
- Write, edit and proofread news releases, position papers, and other communications
- Collaborate with commissioners and special assistants on content and priorities
- Provide guidance on and execution of crisis communications
- Identify and act on communications opportunities
- Coach governor in preparing for major addresses, i.e. State of the State
- Work collaboratively with media team to deliver high-quality brochures, documents, books, web content, social media
- Produce strong, fact-checked content on a wide range of policy and legislative topics
- Work confidentially with diverse leaders and knowledge experts, including all commissioners, deputy commissioners, senior managers and special assistants
- Competent in Microsoft Office products
- Maintain sensitivity to multiple public concerns
- Monitor legislation and prepare relevant remarks for bill-signing events
- Staff the governor and first lady at public events
- Represent governor at public events

#### **ACTING PRESIDENT AND SENIOR PROGRAM OFFICER**

**Alaska Community Foundation**

**August 2008-July 2010**

- Oversee donor and fund management for more than \$43 million in endowment
- Work at direction of board in fund development, budgeting, investments
- Prepare agendas, material and direction for board meetings
- Steward and counsel high-wealth donors on various foundation fund characteristics
- Provide public relations strategies, public speaking
- Serve as senior program officer for statewide network of emerging community foundations, including board development, training, and technical assistance
- Design and provide training programs, annual reports, communication tools
- Complete launch of new foundation web site
- Collaborate with other foundations and nonprofits to achieve mutual goals

## **EDITOR**

**Juneau Empire**

**1993-2000**

- All duties associated with producing daily newspaper. Supervise staff of 17
- Public appearances, speeches, representing the newspaper throughout community
- Started as Sunday editor, and promoted to editor within two years

## **EDITOR, COLUMNIST**

**Bainbridge Review (Washington)**

**1988-1993**

- All duties associated with producing weekly newspaper. Supervise staff of 5
- Public appearances, speeches, representing the newspaper throughout community
- Started as reporter and columnist, and promoted to editor within two years

## **RECENT COMMUNITY INVOLVEMENT**

- Alaska VOAD - Voluntary Agencies Active in Disaster; board chair
- United States Islands & Alaska Committee for National VOAD; Alaska representative
- National VOAD State Advisory Council for FEMA Region 10; representative
- Florida Voluntary Agencies Active in Disaster; past elected member, board of directors
- Coordinated Assistance Network (CAN.org); committee member
- Florida Governor's Suicide Prevention Council; governor's representative
- Anchorage East Rotary; board member, elected membership chair
- Parnell/Sullivan 2014 campaign: strategy, fundraising, consulting

## **SPEAKING ENGAGEMENTS**

- White House Roundtable on Disaster Recovery, presenter, 2007
- Governor's Hurricane Conference, presenter, 2007
- Hands On Network National Conference, New Orleans, presenter, 2007
- FAVAA Conference on Sustainability, presenter, 2006
- Florida Interfaith Networking in Disaster annual conference, presenter, 2006
- Invited: White House FBC National Conference on Relief and Recovery, 2008
- Florida Community Development Association, presenter, May, 2008
- White House FBC National Conference, presenter, Washington, D.C. June, 2008
- Tanana Chiefs Council annual conference, 2010
- National VOAD Conference, Orlando, May, 2010

## **AWARDS**

- First Place Partners in Transformation Awards, Sagamore Institute, 2006
- Bank of America Neighborhood Builders Award, 2004
- National VOAD Award for Recovery, Yukon River flood, 2010

## **EDUCATION AND REFERENCES**

- Oregon State University, B.S., Technical (Science) Journalism
- Graduate of Juneau-Douglas High School
- References upon request