

**Theresa Shortman**

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Summary

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I would like to apply my developed skill sets of education, certification, work experience, and learned life skills. To Protect and serve, and contribute my productive and cohesive ability with colleagues to ensure our goals are met.

Experience

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**Washington State Emergency Disaster Reserves**

Tacoma, WA 2015-present

Public assistance & damage assessments and data collection in the event of natural disasters.

Responsible for....

- Preliminary Disaster Assistance (PDA) with floods and fire survivors including using Survey 123
- Conducted Disaster Service Assisted (DSA)
- Trained in Disaster Recovery Center (DRC)
- Conducting other needs assessments (ONA)
- Tribal relations assistance. Worked with tribal liaison working with coastal and plains tribes
- Overseeing FEMA and other state and government agencies.
- Assisting disaster survivors obtain housing, government assistance, and supplies they need to start recovering from loss.
- Conducting assessments to determine the depth of assistance to disaster victims and those who provided services.
- Organizing search and rescue throughout Washington
- Issuing Amber Alerts
- Monitoring possible disasters such as tsunamis, Volcano activities, and earthquakes.

**Centralia College**

Centralia WA/USA 2020- Present

Instructor at the college teaching students the art of Indigenous basket weaving while sharing the history and culture.

- Creating and maintaining a curriculum
- Mentoring and monitoring and assisting all students
- Sharing native culture and stories
- Focus is teaching pine needles.
- Teaching with other natural fibers such as cedar, cattail, sweet grass and more.

**Cowlitz Indian Tribe**

Toledo, WA/USA 2020 – Present

Assistant in the promotion and development of the Cowlitz Youth Council/Youth Program Coordinator, as young leaders with tribal community commitment and involvement Job Title. Transferred to Administrative Assistant for Public Works.

Responsible for.....

- Administrative tasks
- Plan and facilitate Youth Council meetings
- Plan and implement Youth Program Activities
- Teach the Youth Council to be the voice for tribal youth and future leaders.
- I completed administrative duties for the youth program.
- Data Collection

**Washington State Department of Corrections**

Olympia, WA/USA 2019 – 2020

As a Corrections officer, I ensured inmates safety during day-to-day operations in a Washington State Prison.

Responsible for.....

- Monitoring inmate's day to day activities
- Conducting random inmate cell searches, and counts.
- Taking notes, keeping record of activities

## **Centralia Middle School**

Centralia, WA/USA 2016 – 2019

As a Paraeducator Helping youth with disabilities & behavioral management needs to be successful in school.

Responsible for.....

- Teaching and tutoring middle school youth on various subjects.
- Corrects behavior and discipline as needed.
- Keeping detailed notes on students' progress and behavior and assisting and supporting the teacher as needed.

## **Happy Trails Pony Rides      Manager**

Chehalis, WA/USA

2015-2021

Arranging and booking pony ride events.

Responsible for....

- Reserving hotel and scheduling travel arrangements for ponies, and staff.
- Writing, and negotiating contracts with vendors, and private parties.
- Collects money, oversees staff and documents all interactions with customers.
- Provides excellent customer service to both vendors and customers.

## **J&J Solutions Foundation Program Manager**

Oakville,

WA 2009-2017

I created and managed a successful non-profit cultural canoe racing program., skipper training curriculum, acquiring talents in many diverse fields allowing me to adapt easily.

I was responsible for...

- Skippering a cultural canoe and scheduling and running all events and practice sessions.
- Coordinating and running fundraising events such as concerts and parades.
- Teaching and mentoring, life skills to youth, young adults, and their families.
- Reports to courts, and schools.
- Creating monthly activity reports and Provide monthly reports to the Executive Director.
- Tracking and performing employee and volunteer hours, training, and mileage.
- Supervise the Skipper in Training project
- Monitor the leased land.
- Collecting data on youth and families

## Additional Experience

- Positive Parenting study Centralia College
- Career Choices Centralia College
- Family relationships SPIPA
- Positive Parenting 8 Centralia College and SPIPA
- Principles of speech communication. Centralia College
- Foster parenting through SPIPA 2006-2009
- Strengthening families 2009 & 2011.
- Blended families' classes 2009 provided by SPIPA.
- Examining the Relationship between Adverse Childhood Experiences and Substance Use among Tribal Populations (2021)
- QPR Suicide Prevention Gatekeeper Program (2021)
- Basic Tobacco Intervention Skills Certification for Native Communities (2020)
- current food handlers' certificate
- FEMA Introduction to Incident Command System, ICS-100 (2020)

## Education

- **University of the People** Master of Business Administration 2021
- **Evergreen State College** Bachelor of Arts Focus on Human Services 2017
- **Centralia Community** Associates in Arts College 2014

## Volunteer work

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- J&J Solutions Foundation executive board member
- Madam President of Chehalis Eagles 1550 2018-present
- Canoe Club-Mentor and instructor 2009-2019
- Veterinary assistant 1992-1994
- Reservation Animal Resources, referral, and education R.A.R.E. 2009-2019
- Chehalis Tribal Youth center 1999-2010
- Covenant Creatures Animal clinic
- Wildlife rescue and rehabilitation
- Ordained minister
- Madam President for the Chehalis Fraternal Order of Eagles (2019-Present)

## References

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**Melody Lopez** Cowlitz Indian Tribe  
(360)562-5185

**Dean Johnny** Executive Director of J&J  
Solutions Foundation & Washington State  
Disaster Reserves Tribal Liaison  
(360)584-8859

**Sandra Pecor**  
Washington State Disaster Reserves  
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**Mike Price**  
Happy Trails Pony Rides and Master Farrier  
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