

Dore Daniel Burry

117 Bimini Place, Apartment 117
Los Angeles, California 90004
dore.burry@att.net

Home: (213) 386-4355
Cell: (213) 216-4814
www.doreburry.com

OBJECTIVE

Highly organized, forward-thinking, and multi-tasking professional with more than 10 years of public sector and nonprofit managerial experience, seeks a fast-paced administrative or program management position that delivers environmental services to constituents within Los Angeles County.

EDUCATION

California State University, Los Angeles

GPA: 3.87

Master of Science in Public Administration, Graduated June 2011

9/2009 - 4/2011

Completed Courses:

- Public Sector Organization and Management
- Public Sector Human Resource Management
- Public Sector Information Management
- Public Budgeting and Financial Administration
- Dynamics of Urban Administration
- Intergovernmental Relations
- Research Design for Public and Nonprofit Managers
- Data Analysis for Public and Nonprofit Managers
- Applied Research in Public Administration
- Philosophy of Public Service
- Metropolitan Los Angeles: Physical and Cultural
- Spatial Analysis and GIS Modeling

Areas of Emphasis: Program planning and implementation, human resource management, goal and objective setting, output and outcome measurement and evaluation, and public budgeting.

University of California, Irvine

GPA: 3.85

Bachelor of Arts in Social Ecology, Graduated June 2000

9/1997 - 6/2000

- Graduated Magna cum Laude
- Completed two minors: Global Sustainability and Urban Planning.

Areas of Emphasis: Interdisciplinary approaches to public policy, resource management, research design, foundations of urban and regional planning, and environmental restoration.

PROFESSIONAL EXPERIENCE

Los Angeles Neighborhood Land Trust

Los Angeles, CA

Interim Director of Operations, Project Coordinator, Consultant

4/2011 – 4/2012

The mission of the Los Angeles Neighborhood Land Trust (LANLT) is to grow healthier, safer, and stronger communities by creating small, accessible urban parks and community gardens that help remedy the critical lack of green and recreational spaces in greater Los Angeles' underserved neighborhoods.

While at the LANLT I worked in three different capacities: as a consultant, a Project Coordinator, and the Interim Director of Operations.

Core Responsibilities as Interim Director of Operations (1/2012 through 4/2012):

- Accounts Payable: Coordinated with vendors and staff, posted invoices to accounts in QuickBooks (approx. \$20,000/monthly), printed checks, and mailed payments.
- Accounts Receivable and Contract Management: Reviewed contracts, worked with staff, wrote and submitted reports and invoices to funders, tracked payments, and deposited checks.
- Human Resource Management: Performed recruitment and participated in selection of new staff members, reviewed and updated personnel folders, and assisted with payroll.
- Fiscal Oversight and Management: Created financial reports and provided documents as part of the annual audit; developed revenue and expense projections for grant writing and internal purposes.

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EMPLOYMENT (cont'd)

Outputs and Achievements as Project Coordinator (7/2011 through 8/2011):

- Served as the LANLT Project Coordinator for their AmeriCorps Planning Grant contract.
- Performed a community garden inventory of Los Angeles County, produced "[A Guide to Los Angeles' Community Gardens](#)" and an accompanying [Google Map](#).
- Collaborated with the Mayor's office, Community Redevelopment Agency (CRA/LA), Council District representatives, USC, nonprofits, community leaders, and constituent groups.

Outputs and Achievements as a Consultant (4/2011 through 6/2011 and 9/2011 through 12/2011):

- Redesigned and rewrote the LANLT's employee handbook, standardized and streamlined organizational forms and processes, and assisted with contact database management.
- Raised over \$300,000 by authoring 11 grant proposals pertaining to organizational support, parcel redevelopment and transformation, community garden capacity building and creation, community outreach and education, and city-wide planning of open space/green space resources.
- Assisted staff with creating outreach and educational materials, including graphic design.

Koreatown Youth & Community Center Environmental Services Unit Manager

**Los Angeles, CA
12/2001 – 4/2009**

The mission of the Koreatown Youth & Community Center is to provide programs and services specifically directed towards economically-disadvantaged youth and families within the multi-ethnic Koreatown and Central Los Angeles communities.

Outputs and Achievements:

- Managed contracts totaling approximately \$1 million annually (unit budget) comprised of various environmental service-based programs, including tree planting, energy and water conservation, recycling education and outreach, graffiti removal, and community beautification projects.
- Designed programs and procured contracts for the above-mentioned programs by grant writing, responding to SOQs/RFQs/RFPs, meeting with potential funders and elected officials, and building multi-partner collaborations.
- Created pre-program budgets, generated output projections and outcome expectations, monitored daily and monthly performance of staff and projects, performed program evaluation, conducted field audits of work performed, analyzed monthly and annual revenue and expenditure budgets, and ensured that implemented projects met expected outputs and outcomes.
- Managed 10-24 person members (including supervisors), designed staff work plans and scheduling, ensured contract compliance, and performed HR duties of screening, hiring, training, conducting performance assessments, and all related paperwork.
- Oversaw work performed by consultants and contracted organizations.
- Wrote and submitted reports to funders, governmental officials, and other interested parties.
- Liaison to a diverse cross-section of groups, including Council Districts, City of Los Angeles Departments, Neighborhood Councils, volunteer and youth groups, and other community groups.

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MISCELLANEOUS

- Served twice on the “Proposition K - L.A. For Kids Program” Regional Volunteer Neighborhood Oversight Committee; reviewed, evaluated/graded, and recommended projects for funding.
- Wrote and submitted more than 60 grant proposals, several available for review at www.doreburry.com.
- Extremely proficient in Microsoft Office 2010 Suite, Visio, several database programs, Adobe Acrobat Pro, Photoshop CS5, and other programs.
- Volunteer for the Los Angeles Community Garden Council, the University of California Cooperative Extension’s Common Ground Garden Program, the Los Angeles Neighborhood Land Trust, and other nonprofit organizations. As a volunteer I led a one-year effort utilizing USC Computer Science masters students to create a centralized, multi-user, on-line community garden inventory, available at <http://gardens.lanlt.org>.
- Regular volunteer at community cleanup events, tree planting events, and other community beautification efforts.
- Valid Class B Commercial Driver’s License (CDL) with passenger endorsement.