



Resume of: Ms. Nina J. Babiarz

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Skills: Non-profit Formation and Management, Curriculum Development, Vocational Training Delivery, Project/Program Management, Strategic Planning and Implementation, Negotiations, Marketing Materials Development, Grant Writing, Stakeholder Outreach, Communications

Experience:

Founding Member, Board Treasurer and current Director of Development, Public Watchdogs, a 501c3 Non-Profit, founded in 2016, Public Advocacy focused.

- Fundamental governance and management skills required to lead mission-driven organizations
- Established internal controls inclusive of all annual non-profit filing requirements
- Budget development, Accounts Payable and Receivables, Purchase Order issuance
- Board Management; Recruitment, Meetings, Strategic Planning, and Policy Implementation
- Solicit and manage large donor relations
- Strategic and Technical Advisor for ongoing litigation

Training Director, APTREX Institute; assigned to the Southern California Regional Transit Training Consortium, (SCR TTC); March 2007 to August 2021.

- Defined, assessed, and continually prioritized the rapidly advancing transit training technical needs
- Collaborated in teamed funding pursuits with local, regional, state and federal elected officials
- Helped to secure \$1.28 million in Research and Technology earmarked funds with Senator Barbara Boxer specifically for the development and delivery of transit industry training
- Provided day-to-day management and communications on behalf of the SCR TTC via telephonic, electronic, face-to-face member meetings and facility visits to achieve desired outcomes
- Facilitated oversight, day-to-day regional program management, funding outcome requirements and curriculum planning in order to bring SCR TTC training goals to fruition
- Coordinated curriculum development teams and course delivery logistics in alignment and enforcement with the SCR TTC Board approved Standard Operating Procedures (SOP)
- Liaison to state/federal agencies on workforce development issues, apprenticeships and job creation
- Assisted in the development of marketing materials, press releases and outreach plans to support the training tracts, programs, membership and private industry partner development
- Participated in the annual update of the business plan. Provided monthly written activity reports including accomplishments, training hours, class rosters, student evaluations and courses taught
- Liaison with the SCR TTC committee chairs to ensure Strategic Plan goals and objectives were met

Director, Advanced Transportation Technology and Energy Center (ATTE), College of the Desert, Center for Training and Development, Palm Desert, CA. July 2003 to March 2007

- Facilitated the time-sensitive development of curriculum and vocational training materials by assessing and anticipating regional training needs and instructional aide's requirements
- Developed, coordinated and delivered a fee-based, not-for-credit training program for service technicians who maintain and repair alternative-fueled vehicles (AFV) as state mandated
- Secured federal and state economic workforce development grants as well as regional agency and private industry training contracts to generate unrestricted program revenue
- Determined and managed budgets and work plans in accordance with projected expenditures to ensure stated outcomes are achieved and documented via the state data collection system
- Federal Transit Administration (FTA) Review Team Coordinator of Hydrogen and Fuel Cell Training manual supplemental training materials inclusive of on-site beta test validation
- Attended workshops, training programs and conferences to maintain technical proficiency in gaseous fuels and advanced transportation technologies
- Conducted training needs assessments providing technical assistance to agency and industry partners
- Fostered partnership development and communicate effectively with diverse constituencies within and outside the community college academic system
- Prepared marketing materials and conduct outreach activities, inclusive of legislative, to advance the mission and expand the awareness of the program's training activities

Director of Marketing, Technology Management, Inc., (TMI) San Diego, CA February 1997 to January 2002

- Initiated, created and advanced all company public relations opportunities; newsletter articles, press releases, presentations and website content development
- Identified, pursued and secured contracting opportunities with transportation and defense industry prime contractors and agencies
- Conceived, designed and implemented a Public Education and Outreach program for the National Automated Highway System Consortium (NAHSC) that included presentations to elected officials, community groups, industry associations, policy makers direct mailings, and national media
- Diversified TMI's Command and Control Center facility design expertise into Transportation Management Center (TMC) design contracts for Caltrans Districts throughout California
- Created a 'Day-in-the-Life' methodology to determine TMC operational requirements, define organizational clarity, address efficiency concerns with Caltrans and CA Highway Patrol (CHP) management and staff. Analyzed operational results for integration into the final TMC design.
- Negotiated, secured and marketed Information Technology government procurement contracts with GSA (General Service Administration) and CMAS (California Multiple Award Schedule)
- Spearheaded communications and strategies with corporate managers of supplier diversity programs; Department of Defense Mentor-Protégé and the National Minority Supplier Development Council
- Directed proposal writing and cost proposal responses to industry and agency requests
- Quality Assurance practices were validated by referrals, repeat business and an established market
- Managed and maintained all company federal, state, regional and private industry certifications
- Planned, budgeted, prepared all company exhibit, trade show, conference and lecture participation