

# AARON W. EAST

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## CAREER PROFILE

- *20+ years' experience of mentoring, guiding, training, counseling and advising others in a professional, academic and community environment.*
- *Working knowledge and responsibility for administrative functions including fiscal operations, human resources related functions, and personnel management.*
- *Demonstrates the ethical standards, credibility and integrity that exemplify the mission, vision, and values of the organization.*
- *Possesses the creativity and resourcefulness to see beyond the current state of affairs and explores innovative solutions to improve ways to serve the needs of the agency.*
- *Understands the value of communication and places a high priority on developing professional relationships.*

## SUMMARY OF PERSONAL STRENGTHS

*Program Management/Staff Development/Communication/Collaboration/Training  
Strategic Planning/Budget Preparation/Leadership/Conflict Resolution/Loyalty  
Fiscal Management/Decision Making/ Adaptability/ Customer Service/Professionalism  
Legislative Experience/Commitment to People/Team Building/Adjunct Faculty*

## PROFESSIONAL EXPERIENCE

### ***The Research Institute at Western Oregon University Monmouth, Oregon 2013 – present***

*→ Grant Project Coordinator*

*→ Grant Financial/Project Support Specialist*

### ***Holiday Retirement, Lake Oswego Oregon 2011-2013***

*→ Corporate Training Manager*

### ***Little Beavers Preschool INC, Corvallis Oregon 2007-2011***

*→ Business Manager/Corporation President*

### ***Chemeketa Community College, Salem Oregon 2005-2007***

*→ Adjunct Faculty*

### ***Oregon Board of Parole & Post-Prison Supervision, Salem Oregon 2001-2007***

*→ Executive Director*

### ***Benton County Sheriff's Office, Community Corrections Division, Corvallis Oregon 1991-2001***

*→ Sergeant/Lead Parole and Probation Officer*

*→ Parole and Probation Officer*

### ***United States Army 5th Infantry Division, Fort Polk Louisiana 1987-1990***

*→ First Lieutenant*

## EDUCATION

### ***Western Oregon State College 1985-1987***

#### ***Baccalaureate of Science***

*→ Law Enforcement Major*

*→ Business Administration Minor*

### **Executive Director – Oregon Board of Parole and Post-Prison Supervision 2001-2007**

My responsibilities included managing the day-to-day operations of the agency, ensuring successful mission achievement in support of the board's establishment of inmate prison terms, parole release dates, conditions of release and effective monitoring of 11,500 offenders. I developed and monitored a biennial budget of \$3.2 million dollars which included the following fiscal responsibilities: Preparation and presentation of the Governor's recommended budget to the Legislature, fiscal administration of budget ensuring resources are available to perform agency functions and approval of all purchasing activities ensuring fiscal responsibility. I assisted the chairperson in strategic planning and development of administrative rules, policies and procedures to meet agency goals and statutory required functions. I established and reviewed agency business practices to ensure controls and processes are effective and efficient meeting agency performance targets. I directly supervised 12 represented staff for all personal actions and labor contract administration. In addition, I managed agency personal service contracts and intergovernmental agreements with individuals and organizations providing services to the agency.

### **Business Manager/Corporation President – Little Beavers Preschool 2007-2011**

I have always believed that the vitality of an organization is its people. Many say money makes the world go around, but I have always believed it to be people. As such the importance of a healthy work environment has a direct cause and effect on an organizations ability to perform its important missions at a high level. As the corporation president and business manager, one of my first and primary goals was to assess the organizational atmosphere. Too often organizations focus on accomplishing their mission, but forget about taking care of their employees. Happy positive employees produce productive, long-term success. One of my enriching successes was spearheading a project in cooperation with the State of Oregon Child Care Division. Providing the highest level of child care services was a goal that brought together our managerial staff, employees and parents as we applied and were accepted into the first group of Oregon Program of Quality working toward an OPQ designation (state accreditation) of providing the highest quality child care services. This designation came to fruition and serves as a wonderful example of regulatory agencies and private business working together to inspire excellence.

### **Corporate Training Manager/Learning and Development - Holiday Retirement – 2011-2013**

Holiday Retirement is committed to helping seniors and military veterans live a carefree, independent retirement lifestyle at over 300 communities throughout the U.S. and Canada. When Community Sales Leaders are hired to market their individual community, they attend a corporate sponsored sales foundation training for which I was the instructor. This training includes learning about the company, its mission vision and values, their roles and responsibilities, our products and services, relationship building and a variety of other topics including benefits for military veterans to help them best market their individual community. The training format includes classroom instruction, hands on learning, evaluation and review and on-line training modules through a Learning Management System (LMS). In January of 2013, I began working with a learning and development team designing curriculum, training materials for our company's new customer relationship system (CRM) with the purpose of training designated staff in our communities. The training was delivered in a live webinar format for which our team facilitated.

**Program Manager – The Research Institute at Western Oregon University 2013-Present**

I am currently the Program Manager of a grant which provides traffic safety education throughout the State of Oregon. As such, we provide an educational training program for new driver education instructors and a certification that allows them to teach driver education classes approved through the Traffic Safety Division of the Oregon Department of Transportation. We additionally coordinate a regional annual conference providing continuing education for driver education instructors throughout the western states.

The Grants Financial Specialist performs tasks to ensure the fiscal success of the agency. As such, I provided support to project directors in the development, review and submission of grant budget proposals and management of received funding. Such support included the preparation of financial statements, travel paperwork, purchasing and reimbursement requests. As Project Support Specialist, I provided business support to the Child Development Center director and liaison communications between the Child Development Center and the Grants Management Office. I also supported the Child Development Center director in program development, marketing and community relations.