**Lisa Finley-DeVille, MBA, MMGT, BS MGT, BS ES**

**Mandaree, ND 58757**

**Phone: (701) Email: lisadeville2013@gmail.com**



**COORDINATOR / MANAGEMENT / DIRECTOR / ADMINISTRATION**

***Strategic Planning / Public Relations / Leadership Management / Operations***



A dynamic accomplished Coordinator, Administrative Assistant, Manager and Deputy Director with thirteen years of progressively responsible experience. A strong record of achievement combining skills in diverse areas of organizational development, group/staff leadership, program development, project management, building partnerships, and community relations. Combine excellent organizational skills/aptitude, and strong work ethics. Has the ability to analyze business operations and recommend strategies to improve performance. Capable of handling a wide range of administrative functions, consistently producing quality work by prioritizing tasks, meeting deadlines, excellent interpersonal skills, initiating attention to detail, follow-through skills, and excellent communicator. Maintain professionalism at all times, and a competent “people person.” Knowledge in the area of housing development and construction; includes state, federal, and tribal homeownership and renovation programs. Experience in development, construction and renovation of homes, annual business plans development, annual performance development, and financial report processes. Holds a Master of Management and a Master of Business Administration.



**CORE COMPETENCIES / SKILLS**



 Strategic Planning

 Development of organizations policies and operational protocols

 Budget development and financial management

 Project and resource management

 Program development and evaluation

 Performance reporting

 Implementation of operating and accounting systems

 Building coalitions and strategic partnerships

 Management of funding projects

 Professional writing (newsletters, grant, proposals, manuals, and news articles)

 Contract negotiations

 Cash flow management

 Financial accounting

 Visionary leadership

 Organizational leadership

 93-638 Contract operations and reporting process

 Team building and mentoring

 Design of state-wide conference, workshops, and training programs

 Community investment and building Native American communities



**EXPERIENCE**



**Fort Bethold Community College 6/12 to 8/12**

**P.O. Box 490, New Town, ND 58763**

**Student Intern**

Water Well Study.

Duties: Collecting and delivered Water Well samples to the Fort Berthold Community College.

**Fort Berthold Housing Authority 5/09 to 11/10**

**P.O. Box 310, New Town, ND 58763**

**Deputy Director**

***Serving as the Deputy Director, “The mission of the Fort Berthold Housing Authority is to assist the Mandan, Hidatsa, and Arikara people and their extended family to reside and/or acquire affordable homes that are safe, decent, and sanitary.” “To achieve our mission, we strive to maximize all resources, human and natural, in an efficient, reasonable, and timely manner, within our ancestral lands.”***

Duties: The Deputy Director is responsible for all department managers and the progress reporting of all projects. The responsibilities include creating policies, implementing polices and reviewing existing policies for amendment if any. Work in close association with the Finance Director, Grants Writer and Department Managers. Work in close association with the Executive Director on all issues. Responsible, too see that all policies of the Housing Authority are followed by each of the departments. Provide assistants to the Personnel Officer in creating policies and procedures for staff and addressing the needs of the staff. Act as Executive Director of the Housing Authority as needed, therefore it is the responsibility to know all issues of the housing authority to address the public concerns.

**Fort Berthold Housing Authority 1/09 to 5/09**

**P.O. Box 310, New Town, ND 58763**

**Affordable Housing Program, AHP & MH Finance Manager**

***Served as the Affordable Housing Program & Mutual Help Finance Manager to expand housing finance opportunities by creating innovative programs to increase availability and affordability of housing.***

**Duties:** Responsible for promoting housing finance opportunities by creating programs and supportive services that increase availability and affordability of housing. Departmental reporting for the Annual Performance Report and the Indian Housing Plan, researching all outside financial resources for affordable housing and financial literacy education opportunities. Establishing partnerships with Tribal Programs, state, federal, and private funding agencies for affordable housing. Conducting analysis and developing legal infrastructure for internal and external residential financing, creating and maintaining a Housing Resource Center to guide tribal families through home purchase process, the homebuyer education program, the education curriculum and implementation of a financial literacy education program including implementing the education program into the local college. Reviewing and disseminating HUD Section 184 Loan Guarantee Program information to become a borrower under the PL 184 Program and Title VI Program and all other lending products. Researching all loan and grant opportunities for affordable housing and homebuyer education program and will work directly with the FBHA Grant Writer. Responsible for FHBA Mutual Help Program projects, responsible for implementing the FBHA Admissions & Occupancy Policies and Procedures, responsible for implementing FBHA contract and procurement policies for renovation and constructions and all other model programs related to homeownership. Developing policies and procedures for all loan and grant programs developed under the one and five year plan. Conducting on-going review and planning for possible model activities with Tribal, State, and Federal Agencies set forth in the Indian Housing Plan. Research and implementation a CDFI Program and provide oversee all USDA Programs. Will implement and oversee the process of all approved loan and grant policies and procedures set forth by the department in a professional and manner, review and disseminate HUD Section 184 Loan Guarantee Program information for home purchase & renovation, provide over site on the application process of all lending products in a professional manner, oversee staff to work directly with the public in a courteous and professional manner, organize meeting, workshops, and seminars at the local, state, and regional level. Handle confidential matter that are encountered with the public. Know ACS and Great Plains Accounting System. Know construction on building or renovating a home. Will travel and perform other duties as assigned/requested by the Executive Director.

**Fort Berthold Housing Authority 6/99 to 1/09**

**P.O. Box 310, New Town, ND 58763**

**Affordable Housing Program, Programs Coordinator/Administrative Assistant**

***Served as the Affordable Housing Program, Programs Coordinator/Administrative Assistant to expand housing finance opportunities by creating innovative programs to increase availability and affordability of housing.***

**Duties:** Implement process of all approved loan and grant policies and procedures set forth by the department. Review and disseminate HUD Section 184 Loan Guarantee Program information for home purchase & renovation; provide over site on the application process of all lending products in a professional, timely and systematic manner and implement and maintain the tickler system; worked directly with the public in a courteous and professional manner, organize meetings, workshops and seminars at the local, state, and regional level. Handle confidential matters that are encountered with the public. Organize and type documents, reports and correspondence of routine and complex nature. Assist the general public regarding the operations of the AHP and provide general information to the public available alternative resources for homeownership. Maintain appropriate files for the AHP Manager on the various homeownership projects and renovation projects of the AHP. Receive, set appointments and meeting schedules for the AHP Manager and the USDA satellite office. Assist with community meetings, home buyers workshops, tribal housing conferences, seminars with state and federal agencies, and non-profit and for profit agencies. Assist in the application process homeownership by utilizing the various lending agencies. Assist Mutual Help Program; MEPA, Loan, Refinance, and Delinquencies; must be familiar with Mutual Help recertification, applications, and conveyance process; must know ACS and the Great Plains Accounting System. Must know construction on building and renovating a home. Travel as requested by the AHP Manager. Research and understand the loss mitigation and tribal foreclosure ordinance process. Provide homebuyer education to the general public. Assisted the AHP Manager with reporting on Annual Performance Report, Indian Housing Plan and other periodic program reports and department plans. Assisted the AHP Manager in accomplishing the goals and objectives of the one and five year plans. Implement the policies and procedures set forth under the FBHA Admissions and Occupancy Policies, FBHA personnel policies and procedures, and all other FBHA policy and procedures. Implemented FBHA contract and procurement policies and procedures. Assist in conducting on-going review and planning for possible model activities with tribal, state, and federal agencies set forth in the Indian Housing Plan. Complete inspections when needed. Assist in the monitoring of renovation projects by sending out advertisements and taking applications. Assisting in the processing of applications for individuals through private lenders, tribal programs, and projects for homeownership and renovation, and loan packaging. Assist in the sale of individual property and real estate of the housing authority. Assist the manager in marketing strategies of the department. Utilize the Great Plains Accounting system for paying vendors. Write proposals, assist in planning, develop policy and procedures for AHP, and other assignments as directed by the AHP Manger.

**Fort Berthold Housing Authority 6/99 to 10/03**

**P.O. Box 310, New Town, ND 58763**

**Alternative Housing Program, Home Improvement Program**

***Served as the Alternative Housing Program, Home Improvement Program to expand housing finance opportunities by creating innovative programs to increase availability and affordability of housing.***

**Duties:** Implement federal regulations set forth the Federal Home Improvement Program, process all new and old HIP applications according to the rules and regulations up to the completion of each approved project, updated all applications in a professional and timely manner, and systemic manner, maintained filing, progress reports to the Aberdeen Area Office, provided all approved applicants with estimates, responsible for contacting contractors, and builders set forth in the Federal Regulations for each approved applicant, obtained certification in environmental, inspection training, lead base training, and Homebuyer Education Training. Developed the HIP policy and procedures for filing system, application process, reporting, construction, contracts, and bookkeeping. Set up community meetings for the six segments and attend community meetings set by the segments. Performed other duties assigned/requested by the AHP Manager, and traveled as assigned.

Outcome; FY 2004 Fort Berthold awarded 1.2 million with 10 replacements and 1 renovation.

**Fort Berthold Housing Authority 12/97 – 6/99**

**P.O. Box 310, New Town, ND 58763**

**Comp. Grant Department, Clerk**

***Served as the Comprehensive Grant, Clerk for the Fort Berthold Housing Authority, provided clerical support.***

**Duties:** Draft written correspondence, and reports in proper format. Assure, adequate, and timely filing of documents and correspondence, incoming and outgoing for Comp Grant Coordinator and Administrative Assistant. Maintain and file all Comp Grant project inspection reports. Maintain daily updates on Comp Grant progress schedules, with weekly written summary of activities completed per completion schedules. Conduct some bookkeeping functions, both manually and computer for current projects as specified by supervisor. Prepare and maintain file for Comp Grant requisition of funds for payment to contractors and suppliers. Payroll entries and Purchase order entries with the Great Plains Accounting system. Performed other duties as may be required by supervisor.

**Mandan, Hidatsa, & Arikara Nation / Three Affiliated Tribes 6/97 – 8/97**

**404 Frontage Road, New Town, ND 58763**

**Councilman Tex G. Hall Office, Student Internship/Clerk**

***Served as Councilman Tex G. Hall, West Segment Student Internship for the Mandan, Hidatsa, & Arikara Nations / Three Affiliated Tribes, provided clerical support.***

**Duties:** Telephone operator, greeting incoming guests, operated office machines, file management, word processing (memos and letters), delivered and received mail, prepared and routed purchase orders, and time keeper.

**Mandan, Hidatsa, & Arikara Nation / Three Affiliated Tribes 6/96 – 8/96**

**404 Frontage Road, New Town, ND 58763**

**Mandaree Incorporated, Student Internship/Clerk**

***Served as the Mandaree Incorporated Student Internship for the Mandan, Hidatsa, & Arikara Nations / Three Affiliated Tribes, provided clerical support.***

**Duties:** Telephone operator, greeting incoming guests, operated office machines, file management, word processing (memos and letters), delivered and received mail, maintained water bills.

**Mandan, Hidatsa, & Arikara Nation / Three Affiliated Tribes 6/95 – 8/95**

**404 Frontage Road, New Town, ND 58763**

**Mandaree Public Schoool, Student Internship/Tutor/Clerk**

***Served as the Mandaree Public School, Student Internship for the Mandan, Hidatsa, & Arikara Nations / Three Affiliated Tribes. Provided clerical support to the Mandaree Community and tutoring support to the Mandaree General Education students.***

**Duties:** Recruited volunteers for GED, in class time, home visits, operated office machines, file management, word processing (memos and letters), and telephone operator.

**Mandan, Hidatsa, & Arikara Nation / Three Affiliated Tribes 6/94 – 8/94**

**404 Frontage Road, New Town, ND 58763**

**Roads Department, Student Internship/Clerk**

***Served as the Roads Department, Student Internship for the Mandan, Hidatsa, and Arikara Nations / Three Affiliated Tribes, provided clerical support.***

**Duties:** Telephone operator, greeting incoming guests, operated office machines, file management, word processing (memos and letters), delivered and received mail, and prepared and routed purchase orders.

******

**EDUCATION**



**Master of Business Administration (MBA),** 2004 – University of Mary, Bismarck, ND

**Master of Management (MMGT),** 2003 – University of Mary, Bismarck, ND

**Bachelors of Science, Managment (BS MGT),** 2002 – University of Mary, Bismarck, ND

**Bachelor of Science, Environmental Science (BS ES),** 2015 – Fort Berthold Community College, New Town, ND 58763

**Associate of Science (A.S),** **Environmental Science,** 2012 – Fort Berthold Community

College, New Town, ND 58763

**Associate of Science (A.S.),** **Science,** 2012 – Fort Berthold Community College

New Town, ND 58763

**Associate of Applied Science (A.A.S.),** **Information Management Specialist,** 1999 – Fort Berthold Community College, New Town, ND 58763

**Association of Arts (A.A.), Business Administration/Accounting,** 1996 – Fort Berthold Community College, New Town, ND 58763

******

**PROFESSIONAL DEVELOPMENT COURSES**



 **University of Mary (MBA)**

 Statistics MGT – 565

 Law in the Managerial Environment MGT – 635

 Managerial Finance II MGT – 580

 Advanced Economic Analysis MGT – 570

 Managerial Accounting MGT – 605

 **University of Mary (MMGT)**

 Management Theory & Application MGT – 503

 Human Resource Management MGT – 505

 Organizational Communication & Change

Management MGT – 645

 Managerial Finance I MGT – 555

 Ethics for Professionals PHI – 572

 Group Dynamics MGT – 542

 Economics Principles MGT – 535

 Information Management Environment MGT – 575

 Marketing MGT – 610

 Management Seminar MGT – 700

 **University of Mary (BS MGT)**

 Transitional Leadership CPS – 370

 Contemporary Economics CPS – 371

 Information Systems for Leaders CPS – 374

 Writing for Leaders CPS – 376

 Interpersonal Communication Skills CPS – 378

 Accounting for Managers CPS – 373

 Organizational Leadership Seminar CPS – 380

 Entreprenuership CPS – 471

 Ethical Leadership CPS – 472

 Global Leadership CPS – 476

 Strategic Decision Making CPS – 480

 Indians in American History HIS – 471

 Seminar Assessment Testing MGT – 499

 Drugs and the Human Body SCI – 104

 Nutrition SCI – 224

 Suffering and Christian Healing THE – 302

 Contemporary Pilgrimage THE – 319

 Community Service SOC – 325



**ASSOCIATION AND MEMBERSHIPS**



 Vision West ND Consortium

* MHA Nation Tomorrow Consortium
* Coalition of Indian Housing Authorities in North Dakota

 MHA Nation Elders Organization

 Federal Home Loan Bank of Des Moines, Leadership Development Planning Team

 North Dakota Housing Finance Agency, Advisory Board, proxy

 South Dakota Housing Development Authority, proxy

 Homebuyer Counseling Team of the One-Stop Mortgage Center Initiative by Executive Order of President Clinton, United States Department of Housing and Urban Development, proxy

 Lewis and Clark Community Works, Resident Planning Team, proxy

 North Dakota Fannie Mae Partnership Office, Advisory Council, proxy



**REFERENCES**



Dr. David MacDonald (701) 337-5634

University of Mary, Professor

1645A 30th Ave NW

Coleharbor, ND 58531

Linda Baker (701) 759-3311

Mandaree Public School, Teacher

P.O. Box 388

Mandaree, ND 58757

Gary Trana (701) 759-3311

Mandaree Public School, Teacher

Fort Berthold Community College, Professor

P.O. Box 388

Mandaree, ND 58757

Russel Mason Jr. (701) 627-4738

Fort Berthold Community College, President

P.O. Box 490

New Town, ND 58757



**CERTIFICATES**



 Hazwoper Level 1

* CIHAND “BOC Training”

 Neighbor Works Training Institute “Real Estate Financing Nuts and Bolts”

 “CEH 196 Development and Modernization” 3 credits

 “Notary Law Seminar”

 “2002 Leadership Development” Federal Home Loan Bank of Des Moines

 “Development and Modernization”

 “Inspector Certificate Preparation Level III”

 Fort Berthold Community College in collaboration with the University of Mary “Bachelor’s of Science Management”

 “CEH 192 Home Buyers Education” 2.5 Credit

 “Homebuyers Education” NCAI

 “Financial Skills Curriculum”

 “Environmental Review Training”

 “Inspector Certificate Preparation Level II”

 “Addressing Lead-Based Paint Hazards”

 “Microsoft Office 2000”

 “Inspector Certificate Preparation Level I”

 “6 Hours of Supervisory Instruction, Drug Free Work Place”

 “The Exceptional Assistant”

 “Making your Indian Housing Plan Successful” Training Seminar

 “The Microsoft Windows 95” Users Conference



**AWARDS & RECOGNITION**



 Gillette/Baker Achievement Award, 2015

* MHA Nation 210 Homeownership Initiative (five groundbreaking ceremonies)

 ARRA Stimulus, Modernization & Renovation 1.47 Million grant

 FBHA Conversion Guidelines

 USDA 515 Twin Buttes Project (two 6 plexes)

 FBHA 501c3 status with the state of North Dakota

 LIHTC Mandan Homes, 54 rental units renovated

 LIHTC Hidatsa Homes, two 14 plexes or 28 elder rental units

 LIHTC Arikara & Lucky Mound Homes, 24 Homeownership Units

 Homeless Grant Fund

 BIA, BLM “Land Management” 2009

 Mandaree High School Class of 2008 “Guest Speaker”

 U.S. Department of HUD and UNAHA, “ND Indian Housing Leadership Award”

 Federal Home Loan Bank “Leadership and Creativity”

 Dr. Glen Slayer**,** Ethical Compliance, Acknowledgement

 ONAP, Creativity in Partnership Award

 USDA, Rural Development for Technical and Financial Assistance

 Home Improvement Program (HIP), Fiscal Year 2004 Fort Berthold awarded 1.2 million dollars

 USDA, Housing Preservation Grant 2004 (1 single family unit developed and constructed, and 14 single family units renovated)

 USDA, Housing Preservation Grant 2005 (1 single family unit developed and constructed, and 9 single family units renovated)

 USDA, Housing Preservation Grant 2006 (1 single family unit and 9 single family unit renovate)

 New Town 184 Loan Project (6 single family units developed and constructed)

 Mandaree Title VI Project ND5-33 (5 single family units and 5 duplexes dev. and constructed)

 “Enthusiasm” Fort Berthold Housing Authority

 “Valedictorian” Class of 1993

 “Constitution Recognition” State of North Dakota

 “Close Up” Washington D.C.



**CONFERENCES & WORKSHOPS**



**(Assisted, Coordinated and Facilitated)**

 andaree Water Symposium, 2014

* Environmental Justice Workshop, 2014 Ft. Berthold
* State Domestic Violence Conference 2010

 State Housing Informational Conference 2010

 MHA Nation Homeownership Project Builders Fair 2008 and Financial Literacy Workshop

 MHA Nation Homeownership Project Community Meetings

 South Dakota Housing Development Authority, 2004 State Housing Conference

 Coalition of Indian Housing Authorities in North Dakota, 2004, 2005, 2006 & 2007 State Conference

 MHA Nation Elders Organization

 Tribal Housing Conference, 2000 & 2001

 Builders Fairs 2001, 2002 & 2003

 Homebuyers Education Workshop #2 through present, 1999 to present

 UNAHA, Homebuyers Education Workshop

 Homebuyers Education Workshop, Four Bears Casino & Lodge Employees

 Homebuyers Education Workshop, Six Segments on Fort Berthold

 Foreclosure Workshops #1 & #2

 Homebuyers Luncheons 2000, 2001 & 2002

 Information Meetings, Six Segments on Fort Berthold