

# Bivett Brackett-Thompson



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## SUMMARY OF QUALIFICATIONS

- An energetic team player experienced in working effectively cross-departmentally with senior management specializing in program development and policy design to accomplish objectives.
- Over four years of vendor and contract management expertise exhibiting exemplary interpersonal communication and presentation skills; Two years of which were focused directly on research and implementation of business procurement equity programs and motivating community partners.
- Over five years of experience managing city/state/federal funding programs and handling a variety of financial accounting responsibilities including budget planning, reconciling accounts on a monthly basis, purchase authorization and performing audits or compliance enforcement activities.

## PROFESSIONAL EXPERIENCE

San Francisco District Attorney's Office - San Francisco CA

Undergraduate Legal Intern 2011 - 2012

- Provide legal research, analysis of evidence, and compile law enforcement records for juvenile cases.
- Compliance and knowledge of prosecution deferment program's rules & regulations.
- Adhere to strictest form of confidentiality while maintaining internal Consumer Fraud database.

City College of San Francisco CALWORKs Department- San Francisco CA

Lab Aide/Tutor (Federal Work-Study) 2008 – 2010

- Administrative support to supervisor, counselors, and staff.
- Performed tutoring and counseling services for students enrolled in most math classes.
- Provided students with technical and instructional assistance in Microsoft Office products in a training lab setting.

Wells Fargo Bank – San Francisco CA

Business Specialist 2006 – 2008

Teller/Administrative Assistant (RCBO) 1996 – 1999

- Processed customer loan applications and banking transactions in compliance with CRA, RESPA, HMDA, ECOA, FACTA, UDAP, Regulation CC, Regulation DD, Regulation D, Regulation E and Regulation Z.
- Top performer "Golden Coach" award recipient of the San Francisco Bay Region.
- Conceptual thinker, able to serve the needs of diverse populations and establish un-matched rapport and partner with non-profits to present "Hands On Banking" financial literacy programs.
- Devoted participant of Team Member Resource Groups, which focused on creating internal activities to increase the recruitment and retention of a diverse workforce at all levels of management.

Heaven Hill Distilleries – Bardstown, KY

Brand Ambassador/Product Manager 2004 – 2005

- Negotiated contracts and logistical terms for special events with promotion staff and venue owners
- Demonstrated exceptional brand management expertise in delivery of advertising campaigns; while staying within California's strict liquor laws guidelines.
- Analyzed budget; maximized resources and employed skills in purchasing.
- Courteously screened issues, interpreted and disseminated responses from clients.

Renaissance Entrepreneurship Center/Bayview Business Resource Center – San Francisco CA

Program Coordinator 2002 – 2004

- Provided research and grant writing support to CEO which resulted in securing the first AEO Hewlett Packard Micro-enterprise Development Grant.

- Managed conceptualization, planning and implementation phase of Center's projects; MBE/WBE/DBE certifications, trademark/patent applications, business procurement initiatives with MOCD and UCSF, ombudsperson/inspector and reporting agent for entrepreneurship development plans.
- Coordinated recruitment and retention of entrepreneurial training programs and educational curriculum.
- Conducted cost benefit assessments of programs to identify potential growth areas and targets, determining most effective use of time and resources, while developing specific strategies for each business client.
- Supervised a team of fifteen; consisting of consultants, interns and staff.
- Led print design and distribution of community-oriented marketing collateral for expansion of Center's services.

Catholic Charities Archdiocese of SF – San Francisco, CA

Program Assistant

2000 – 2002

- Collaborated with management to investigate trends, upgrade or redesign work plans and present funding proposals to community partners.
- Acted as spokesperson and liaison to grant funding personnel at Department of Human Services, San Francisco Housing Authority, and Mayor's Office of Community Development.
- Served as case manager to low-income families facing eviction; providing social service referrals, client advocacy, budgeting and financial counseling.
- Revamped statistical and narrative reports resulting in a landmark extension of program funding.

Initial Staffing – San Francisco, CA

Executive Assistant

1999 - 2000

- Supported Executive staff with arranging travel, calendaring, coordinating conferences.
- Reconciled general ledgers, expense reports and monitored monthly budget.
- Proofed and edited PowerPoint presentations for executives

Miller Freeman/CMP Media – San Francisco, CA

Corporate Lead Receptionist

1997– 1999

- Reviewed, monitored and mediated facilities department vendor contracts and performed cost accounting duties for FexED & UPS corporate accounts
- Presided over research and enhancement of employee service appreciation program.
- Responsible for monthly print production and distribution of company global directory.
- Co-facilitated employee orientations, trainings and on-boarding program/activities.
- Managed call center with four full-time dispatchers.

## **EDUCATION**

B.A. Economics & African Studies, Expected Graduation Date: Spring 2014, University of California Davis  
Ronald E. McNair's Scholar (IRB Certification - RCR for Social & Behavioral Sciences)

A.S. Business Administration, May 2010, City College of San Francisco