
NINA MOORE

1931 Quail Creek Court, Reno, NEVADA 89519 ♦ (510) 409-9940 ♦ nmooreus@gmail.com

PROFESSIONAL SUMMARY

Dynamic retiree looking for opportunities that capitalize on years of technical, business and political writing experience for industry, non-profit organizations, and campaigns. In the course of my professional career, have created courses, developed user manuals, crafted advocacy and political campaign materials, authored and edited newsletters and newsletter articles, drafted speeches, and written successful grant applications.

SKILLS

- Leadership
- Community Engagement
- Written & Oral Communication
- Relationship Management
- Strategic Planning
- Issues Resolution & Negotiation
- Writing and Editing
- Public Presentations and Speech Writing
- Project Management
- Program Development
- Course Development & Training
- Networking
- Research
- Policy Analysis & Advocacy
- Sponsor Development
- Campaign Messaging and Organizing

WORK HISTORY

Director, Community Outreach & Partnerships, 06/2013 to 04/2018

Robson Homes – San Jose, CA

- Assisted ownership in gaining approval for 6 new residential housing projects by organizing informational meetings, cultivating relationships with community organizations and orchestrating community support at critical city meetings
- Served as primary builder liaison to 12 Homeowners Associations
- Managed two apartment complexes, 19 rental homes, and 2 commercial properties
- Served as Escalation Manager for warranty and customer service complaints
- Persuaded 20 out of 21 claimants to remove themselves from one class action claim, and 33 out of 44 to remove themselves from another
- Developed homeowner maintenance manuals specific to each new residential development
- Drove organization to create and implement online information system for homeowners
- Advocated for builder-friendly legislation at the state and local levels

Director, Government & Community Affairs, 01/2008 to 06/2013

Fremont Chamber of Commerce – Fremont, CA

- Researched and advocated for legislation and policies friendly to business at local, county, and state level
- Crafted Chamber's first Economic Development Plan, focused on retaining, growing and attracting business to Fremont
- Wrote and edited business newsletter, newsletter articles, position papers and speeches
- Produced Public Policy Forums focused on issues of importance to local business
- Connected businesses with local and state resources able to facilitate their expansion
- Partnered with City of Fremont and regional agencies to support regional economic development

Board Trustee, 12/2000 to 12/2008

Fremont Unified School District – Fremont, CA

- Elected to two 4-year terms as Trustee for K-12 School District serving 31,000 students and 41 schools plus an Adult School
- Served two terms as board president
- Successfully negotiated three union contracts
- Co-led successful school bond campaign (\$157 million) after prior campaign had failed
- Served as president of local Special Education Joint Powers Authority

Consultant & Acting VP, Client Services, 1994-1995

Red Pepper Software – San Mateo , CA

- Reporting to CEO of NASA spin-off, led Client Services for this start-up through implementation at strategic beta sites (Sun Microsystems, Cisco Systems, and 3Com Corporation)
- Provided extensive sales/marketing support

Director, Computer Integrated Manufacturing, 1988 to 1993

Sun Microsystems – Milpitas, CA

- Led 64-person organization responsible for design and development of factory automation systems used in U.S. and Scotland, as well as for 24/7 IT support for West Coast Operations
- Successfully led ISO 9001 certification for worldwide operations

Director, Software Development, 1982 to 1988

Cullinet Software – Westwood, MA

- Hired as Course Developer and Trainer for new manufacturing software, 1982
- Advocated for and launched company's Quality Assurance Department, 1983
- Promoted to Director, Manufacturing Software Development, 1984 -1988

EDUCATION

Master of Science: Library and Information Science

Simmons Graduate School of Library & Info Science - Boston, MA

- Graduated #1 in class

Bachelor of Arts: Modern Languages and Literature

Clark University - Worcester, MA

- Graduated magna cum laude

CAMPAIGN EXPERIENCE

- Twice elected to School Board in a district of 250,000 residents, 41 schools, 31,500 students
- Served on core campaign team for 2 successful school bonds and a school parcel tax
- Served on core campaign team for three candidates to School Board and City Council (2 of 3 were elected)

AFFILIATIONS

- Fremont Chamber of Commerce, Executive Board Member, 2013-2018
- Fremont Education Foundation, Board Member 1998-2017; President 1998-2003; VP 2003-2009
- California School Boards Association Delegate Assembly, 2000 – 2008 (regionally elected)

CERTIFICATIONS

- Certificate, Economic Development Essentials, Western Association of Chamber Executives Academy
- Certificate, Production & Inventory Management (CPIM)

PROFESSIONAL HONORS & RECOGNITION

- Excellence in Education Community Honoree, Fremont Education Foundation, 2013
- Soroptimist "Women Helping Women" Ruby Award, 2011
- Community Catalyst Award, Indo-American Community Foundation, 2011
- Woman of the Year, California Assembly District 20, 2004