

VIVIAN STIVER

SUMMARY OF QUALIFICATIONS

- Over 20 years of small business experience.
- Excellent verbal and written communication skills.
- Professional and comfortable working with state and federal government officials, private corporation representatives and constituents.
- Respect and understand proper protocol in a variety of professional, cultural, and business environments.
- Committed and dedicated to assisting the public with navigating government agencies in a manner that is courteous and understandable.
- Enjoy learning and the challenge of a high pace environment.

PROFESSIONAL EXPERIENCE

July 2015-Current W.A. Stern Onsite Property Solutions

Fairbanks, AK

Owner

Responsible for onsite property management and all aspects of HUD compliance for PRAC 202 subsidized housing for seniors. Duties include: building maintenance, grounds keeping, oversee operations on a day-to-day basis, work to resolve tenant issues, ensure that work is done safely, on time and within budget and to the right quality standards; maintain occupancy standards, including eligibility and tenant selection, 504/Fair Housing, assets and income determination and calculation, deductions and adjusted income, verifications including EIV, and annual and interim recertifications, prepare annual budget and five year Renewal and Replacement Schedule.

October 2010 – 2015 Alaska State Legislature

Fairbanks and Juneau, AK

Legislative Assistant Representative Tammie Wilson's Office

In charge of all duties associated with running front desk. The duties include: managing the legislator's schedule and travel, responsible for constituent casework, district database management and legislation tracking, design and produce constituent materials then distribute through email and/or postal service, office accounting and maintaining personnel records.

Session 2012-Committee Aide for Education and Military & Veterans' Affairs. The duties include: scheduling room for committee meetings, coordinate technology for the committee meetings, posting committee documents on Intranet, responsible for distribution of information to committee members, make arrangements for public testimony/teleconference and preparing committee room.

Carried legislation. Duties included: research, analyze information, prepare bill packet, compose amendments and distribute all documents to appropriate offices and committee members.

Legislative Assistant Senator Cathy Giessel's Office

Prepared monthly newsletter content, distribution, maintained email list, coordinated print copies and distribution. Additional duties included: office accounting, meeting with representatives from groups or



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organizations and constituents when appropriate, worked in CAPSIS reviewing and researching capital project requests, and other duties as assigned.

Session 2014-Committee Aide for Education, State Affairs and Finance. The duties included: attending meetings, maintaining documents, reviewing proposed legislation and research. Staff representative to the Marijuana Senate Staff Working Group which was formed to help develop legislation regarding the passage of ballot Measure 2, the legalization of marijuana.

Carried legislation. Duties included: research, analyze information, prepare bill packet, compose amendments and distribute all documents to appropriate offices and committee members.

July 2004-February 2018 Two Street Station Upstairs Bed and Breakfast

Fairbanks, AK

Owner

Responsible for all aspects of business operations, duties include: marketing, accounting, cleaning, serving breakfast, customer relations, property maintenance, month to month rental, tenant screening and knowledgeable of landlord tenant laws.

November 2001 – September 2010 Two St. Station Espresso & Eatery

Fairbanks, AK

Owner

Responsible for all aspects of business operations. Managed the quarter of a million dollar renovation of current property responsibility during renovation: schedule contractors, building inspectors and selection of all fixtures, flooring, paint and supervision of contractors. Duties of business operations include: staff development, payroll, daily accounting, inventory control, marketing, supervising staff, menu planning and conform to DEC regulations.

EDUCATION AND TRAINING

- University Of Alaska – Fairbanks, AK - Bachelors of Arts in Psychology with Education Minor
- National Center for Housing Management - Certified Occupancy Specialist
- National Center for Housing Management – Fair housing Specialist

COMMUNITY INVOLVEMENT

- 2018-Current Secretary Alaska Republican Party
- 2016-Current Safe Neighbors
- 2015-Current Quota of the Tanana Valley
- 2012-2014 President Moore Street Senior Housing Board
- 2012-2017 Member Fairbanks Bed Tax Committee
- 2012-2013 Chair of Fairbanks LID Committee
- 2006-2012 Fairbanks City Council Member
 - Finance Committee
 - Chair City of Fairbanks Bed Tax Committee
 - Towing Committee
 - City Representative to Fairbanks North Star Borough Assembly



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