



## Citizen Advisory Board Application - Arts, Culture and Historic Preservation Commission

**Complete and submit this application to be considered for a seat on the Sandpoint Arts, Culture and Historic Preservation Commission.**

Thank you for your interest in serving on the Sandpoint Arts, Culture and Historic Preservation Commission, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on this Commission, please visit Chapter 10 of Title 2, Sandpoint City Code here: [https://library.municode.com/id/sandpoint/codes/code\\_of\\_ordinances?nodeId=TIT2BOCO\\_CH10ARCUHIPRCO](https://library.municode.com/id/sandpoint/codes/code_of_ordinances?nodeId=TIT2BOCO_CH10ARCUHIPRCO).

### Applicant Information

<b>First Name:</b> *	<input type="text" value="Darra"/>
<b>Last Name:</b> *	<input type="text" value="Collison"/>
<b>Phone Number:</b> *	<input type="text"/> Ex. 208-555-5555. Please include area code.
<b>Email Address:</b> *	<input type="text" value="@gmail.com"/>

Home Address: \*

Street Address

Address Line 2

City

Sandpoint

State / Province / Region

ID

Postal / Zip Code

83864

Country

United States

Mailing Address: \*

Street Address

Address Line 2

City

Sandpoint

State / Province / Region

ID

Postal / Zip Code

83864

Country

United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your  
Resume or  
Curriculum Vitae \*

Upload

Collison Resume (2) (1).pdf

103.65KB

X

**Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: \***

As a native of Sandpoint, I care deeply about sustaining a vibrant arts culture in our community. I also hold a deep appreciation for the rich history of the people who founded Sandpoint and want to preserve it for future generations. Sandpoint is the most special place I've ever lived, and I want to be a part of retaining the unique qualities that make Sandpoint, Sandpoint. I feel my position as a staff member at the Festival at Sandpoint aligns with the mission of the Arts and Historic Preservation committee and could open up opportunities for collaboration between the committee and the organization.

Comments

2000 characters left

Appointed

Not Appointed

# DARRA COLLISON

## ADMINISTRATIVE PROFESSIONAL

### CONTACT



[Redacted]



[Redacted]@gmail.com



[Redacted] Sandpoint ID 83864

### SKILLS

Dynamic Communicator

Google Suite Expert

Calendar Management Expert

### EDUCATION

**Masters in Organizational Leadership**

**Gonzaga University**

2023-2025

Completed the change management concentration with a strong focus on empowering people, leading change and designing creative solutions.

**Bachelors of Professional, Public & Organizational Communication**

**California State East Bay**

2011-2014

Expert in creating, analyzing, editing, and responding to written, spoken, and visual messages in multiple formats and contexts. An inclusive, ethical, and effective leader and participant in local communities.

### LANGUAGES

English

### PROFILE

Communication leader with a broad understanding of administrative procedures, including marketing, advertising, and business development. Possesses outstanding interpersonal, written, and oral communication skills while maintaining high motivation and attention to detail. Excellent project and time management with advanced MS Office Suite, Quickbooks Accounting Software, and Google Suite knowledge to round out high-level administrative experience.

### WORK EXPERIENCE

#### Development & Community Engagement Coordinator

The Festival at Sandpoint

2025

Serve as a point of connection between the Festival at Sandpoint and the members of the greater Sandpoint community. Attend and participate in local and regional community-focused events to fulfill the organization's mission of being a catalyst for arts, culture, and education. Collaborate with local non-profit groups to serve a greater population of Sandpoint's citizens with exposure to the arts by providing concert tickets and education programs. Sustain deep engagement in Sandpoint's arts organizations.

#### Vice President

Leadership Sandpoint - Class of 2023

2021-2023

Coordinated efforts of class to host annual *Cinco de Mayo* fundraiser for **Leadership Sandpoint**. Coordinated donation of event space with local restaurant, acquired beverage donations and organized community donations to fundraiser. Point of contact for auction items donation, auction item winners and ensured all auction winners paid for donation and retrieved items.

#### Marketing/Office Manager

Wildflower Spa at Seasons

2020-2023

- Administered PoS system for business
- Front Desk hiring and training; Front Desk coverage
- New hire interviews and orientations; Employee scheduling
- Coordinated weekly updates between owner, staff and guests
- Coordinated retail sales between vendor and consumer; increased retail sales
- Managed all marketing needs; Print, Radio, Social Media, Website

# DARRA COLLISON

## ADMINISTRATIVE PROFESSIONAL

### CONTACT



[Redacted]

[Redacted]@gmail.com

[Redacted] Sandpoint ID 83864

### EXPERTISE

- Dynamic Communications professional with a broad level of understanding of administrative procedures including marketing, advertising and business development
- Outstanding interpersonal written and oral communication skills, highly motivated and attentive to detail; excellent project & time management and strong client service skills
- Energetic and outgoing individual with ability to work independently and equally as part of a team
- Advanced knowledge of MS Office Suite, Google Suite, Quickbooks Accounting Software, Adobe Creative Suite

### REFERENCES

#### Stephanie Rief



[Redacted]

[Redacted].com

#### Michele Moss



[Redacted]

[Redacted]@icloud.com

### WORK EXPERIENCE

#### Office Administrator

Mary Ruths Gift Market

2017-2020

- Coordinated details associated with regional craft shows: timely filing of show applications, paying fees, booking travel
- Bookkeeping: including A/P, A/R, monthly taxes
- Created an invoicing system for artist payment
- Developed and maintained extensive database of past, present and potential artists
- Developed extensive database to monitor and organize store inventory
- Created and distributed monthly communication to artists

#### Litigation Docketing Coordinator

Weil Gotshal & Manges

2007-2015

- Managed the use of legal docketing software in the Silicon Valley, Houston, Washington D.C., and Miami offices and assisted users with deadline calculation.
- Troubleshoot software issues for various offices and coordinate with vendors to resolve
- Customize attorney calendars for respective case teams to streamline time management.

#### Senior Docket Clerk

2011-2014

- Oversaw docket clerk and paralegals in East Coast offices regarding rule questions and date calculations
- Manage and administer CompuLaw docketing database firm-wide for patent and intellectual property matters.

#### Docket Clerk

2007-2011

- Successfully administered the implementation of CompuLaw docketing software for domestic offices while traveling extensively throughout various U.S. locations of the firm to conduct training sessions for attorneys, paralegals and legal secretaries on the proper utilization of software
- Upload, update and track internal case deadlines for legal matters, including third party deadlines and court appointed dates
- Create and distribute daily, weekly and monthly calendar reports for attorney case teams