

KAREN BURNS RAJALA

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Ely, NV 89301
775-289-3610

EXPERIENCE

WHITE PINE COUNTY ECONOMIC DIVERSIFICATION COUNCIL

Ely, Nevada

Coordinator, 1983-Present

Responsibilities: Assist White Pine County and the City of Ely with planning, grant development and administration, administration of the County's Industrial Park and Revolving Loan Fund, providing business assistance, developing and implementing initiatives for economic and community development, and marketing the area for business and industrial attraction.

WHITE PINE POWER PROJECT, WHITE PINE COUNTY COMMISSION

Ely, Nevada

Coordinator, 1988-1997

Responsibilities: Provided local office coordination for the proposed White Pine Power Project, including liaison with the Project Developer, Los Angeles Department of Water and Power; federal, state, and local officials; and public relations within the community and state of Nevada.

CONSULTANT

Ely, Nevada

1980-1983

Responsibilities: Provided grant development and management assistance to the White Pine Rehabilitation and Training Center, Little People's Head Start, wrote the Overall Economic Development Plan for White Pine County, and provided grant development and implementation for JOIN and the White Pine Chamber of Commerce.

WASHINGTON STATE UNIVERSITY, DEPARTMENT OF POLITICAL SCIENCE

Pullman, Washington

Teaching Assistant, 1977-1978

Responsibilities: Assisted with lectures, student counseling, and grading exams and term papers for the under-graduate course in State and Local Politics.

WHITMAN COUNTY EPTON SOCIETY

PULLMAN WASHINGTON

Administrative Assistant, 1973-1978

RESPONSIBILITIES: Served as Office Manager for the non-profit agency providing services to the handicapped in Whitman County, Washington, including a pre-school, adult activity center, group home, and social services. Supervised client records for a case load of 100 clients, payroll and personnel records for a staff of 20, grant development and administration, and supervised program and policy revision necessary to comply with national accreditation requirements for the adult activity center.

EXHIBIT

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EDUCATION

WASHINGTON STATE UNIVERSITY

PULLMAN, WASHINGTON

Master of Arts Degree, Political Science (Public Administration Emphasis) 1978

Master's Research: The Effectiveness of Local Advisory Boards in Establishing and Implementing Public Policy

WASHINGTON STATE UNIVERSITY

PULLMAN, WASHINGTON

Bachelor of Arts Degree, Political Science, 1974

Graduation, Cum Laude

WASHINGTON STATE UNIVERSITY

PULLMAN, WASHINGTON

Bachelor of Arts Degree, Sociology, 1972

Graduation, With Distinction

SKILLS

- Grant Development and Administration
- Community Based Planning Processes
- Working with Elected Officials, Boards, and Community Groups
- Marketing and Business Assistance, Business Plans, Project Development, Permitting Process, and Loan Packaging
- Coordinating multiple priorities