

# Dayna Whitaker

## Area Park Manager

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I'm looking to promote within the district to help open communications between parks and parks headquarters, break down silos, and train field staff to be able to promote in the future while providing the best experience our guests can have at each park.

## Experience

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April 2013 to Current

### **Riverside County Regional Parks & Open Space District Area Park Manager**

The Area Park Manager - Parks is a journey level manager classification and reports directly to a Park Superintendent. Incumbents are responsible for operating, maintaining, improving, and protecting all park facilities and open spaces within an assigned area. This position is distinguished from the Park Ranger Supervisor classification by the former's responsibility to assist the Park Superintendent with administrative and technical field duties, including special studies, budget preparation, planning, and development of training programs.

Essential Duties include the directing of operations and managing the staff, fiscal, and land resources of a County park area; plan, assign, and coordinating the work of subordinates in field operations, implementing park programs and the maintenance, repair, and minor construction work of park facilities. Also evaluated, revised, and implemented administrative, operational, and maintenance procedures to meet specific needs of the assigned area.

Other Duties included the following:

- Keep Park Superintendent informed of incidents, problems, and status of work in progress; assist in planning and implementing recreational and interpretive programs.
- Represent the Park Department in meetings with city, county, state, and federal agency representatives to coordinate law enforcement, fire prevention, construction, and other activities.
- Participate in hiring, promoting, disciplining and terminating subordinate personnel; prepare work schedules; review, evaluate, and provide on-going training for employees; submit periodic revenue, attendance, work order, activity, and budget reports.

## Education

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- California Park and Recreation Society Inc Maintenance Management School years 1 &2

## Skills

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- Leadership
- Education
- Communication
- Project Management

## Contact

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951-334-0964

dwhitaker@rivco.org

- Requisition equipment and supplies and make recommendations to superintendent on personnel and equipment allocation; monitor the business operations of concessionaires on park premises.
- Direct the enforcement of all County ordinances pertaining to park use.
- Direct emergency response procedures, administer first aid, and provide immediate notification of hospital and law enforcement personnel in instances of illness or accidents; maintain fire prevention standards and practices as established by the State Department of Forestry and U.S. Forest Service.
- Patrol park areas, resolving problems, quelling disturbances, and attempting to maintain an orderly and congenial atmosphere among park visitors; inspect park facilities and instruct subordinate supervisors in new or more efficient operations or maintenance procedures, or corrective actions to minimize safety hazards.
- Research and prepare cost estimates, budget projections, and budget request justifications for the area preliminary budget; monitor expenditures to ensure spending is within fund provisions.
- Assist in solving special resource management problems such as those relating to soil conditions and weed control; respond to inquiries and complaints from the public; approve or deny major repairs on vehicles; coordinate with planning division on park development projects by preparing progress reports; act on behalf of a Park Superintendent in absences or as assigned.

September 2008 to April 2013

**Riverside County Regional Parks & Open Space District  
Park Ranger Supervisor**

The Park Ranger Supervisor - Parks is the supervisory level classification in the Park Ranger series. Essential Duties include planning, scheduling, assigning, supervising and evaluations of the work of staff working in assigned park. Interpret and explain park policies, rules, and ordinances to guests as well as over see the registration of park visitors. Participated in the hiring, promoting, disciplining, and terminating of subordinate personnel. Answered and solved guest issues and complaints. Assisted Rangers with patrolling the park, maintain fire prevention standards and practices as

established by the State Department of Forestry and  
the United States Forest Service.

# Robin Zupanc

Paralegal

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State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

## Experience

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20XX - Current

**Paralegal *The Phone Company***

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

20XX – 20XX

**Paralegal *Trey Research***

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

20XX – 20XX

**Paralegal *Adatum Corporation***

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the job description. Be concise, targeting 3-5 key areas.

## Education

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20XX – 20XX

**A.A. Paralegal Studies**

Jasper University

## Skills

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- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

## Contact

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4567 Main Street  
City, State 98052  
(718) 555-0100  
robin@example.com

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