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|  | Lisa Shimkat |
| 4/24/2016 |  |
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|  | Education  Iowa State University  Masters of Business Administration 2002  Bachelors of Arts 1993  Iowa Central Community College  Associate of Arts 1991  experience  State Director | Small Business Development Center, Ames/IA  August 2014 –Present   * Ensure the efficient and effective execution of the SBA Cooperative Agreement through the creation and management of a statewide network of SBDC regional centers * Be a leading advocate in Iowa for small business * Support Economic Development initiatives of Iowa State University, the state of Iowa, partner agencies and our regional hosts * Maintain a presence in the media, business associations, chambers of commerce and educational institutions to provide information and resources for them to establish small business as the leading entity across the state * Develop statewide metrics criteria and determine statewide funding allocations– Statewide metrics increased by 20% * Develop processes and procedures to ensure compliance to federal and state regulations * Administer statewide strategic plan   Regional Director | Small Business Development Center, Fort Dodge/IA  March 2003 – January 2005 & May 2007 – Present *\*\*Center Closed for Two Years*   * Serve as a resource for small business start-ups, existing or expanding * Develop financial statements, cash flow projections, business plans and financing applications * Perform financial analysis including financial ratios, break-even analysis and informal business valuations * Advise clients on methods for increasing financial performance such as developing job-costing systems, managing cash flow through inventory, accounts receivable/payable and leveraging debt/equity financing * Assist clients with accounting software such as QuickBooks and Peachtree * Counsel businesses on hiring, training and motivating employees * Design marketing materials including websites and publications with the clients * Perform operational analysis (new service) to assist clients with maximizing their operations and improving their cash flow from operations * Maintain accounting records for SBDC state office * Extensive use of Microsoft software products (Outlook, Word, Excel, Access, Microsoft Office 365) Wide ranging experience using Intuit and Moonfruit website design products, Google business assistance products, Profit Cents financial analysis software and Peachtree software * Ensure oversight and manage office and staff as well as maintain employee records and performance evaluation records * Determine priorities with the stakeholders and develop a strategic plan for the center while maintaining the scope of the host and the SBDC strategic plans * Promote the services of the SBDC through partnership development as well as relationship building across the state * Maintain positive relationships with host and five satellite office personnel and their partners * Educate and establish relationships with elected officials and staff at the state and federal level on our services, impact and success stories within their territories   Development Finance Director | Corn Belt Power Cooperative, Humboldt/IA  February 2005 – April 2007   * Managed the 4 million dollar revolving loan fund * Performed financial analysis on loan applications submitted to our program * Reviewed financed customers annually for compliance to USDA protocols * Maintained documentation, statistical and financial reporting requirements including annual updates on specific projects funded * Conducted site visits annually to all accounts to determine stability of the projects as well as if there could be any additional application of funds   Volunteer Coordinator and Marketing Manager | Domestic/Sexual Assault Outreach Center, Fort Dodge/IA  March 2002 – March 2003   * Managed all volunteers for the organization * Coordinated volunteer advocate training for domestic violence and sexual assault crisis calls * Attended community events to provide outreach and build relationships with other organizations * Tracked all input and analysis of donations to the organization * Designed quarterly newsletter * Assisted with yearly fundraiser and created all marketing materials for the event   Plant Manager | Ag Parts Ltd., Humboldt/IA  October 2000 – February 2002   * Managed workforce of over 40 employees covering six departments * Designed inventory tracking database of off-site part storage * Performed all human resource duties related to employee management including; hiring, firing, disciplinary actions, training and performance reviews * Analyzed and monitored production and tear-down to make certain company would meet order demand and ensure customer satisfaction with quality   Community Involvement & professional enhancement   * Member of **Securities and Exchange Commission** National Advisory Committee for Small Business * Certified Business Advisor (CBA) – University of Toledo * Economic Development Finance Professional (EDFP) – National Development Council * School Board Member – Fort Dodge Community School District * ServSafe Certification – 2014 * SBA Level II Export Certification * John Pappajohn Business Plan Competition Judge – 7 years   ***Previous Boards and Involvement***   * + Human Rights Commission, Fort Dodge, IA – Chair   + America’s Counselors to Business – Fort Dodge Chapter   + Power CO-OP Credit Union – Past Board Member   + Buena Vista University, Adjunct Instructor through 2011   ***Courses Taught***   * + - * Marketing       * Marketing – Sales Management       * Introduction to Business       * Business Policy & Strategy       * Ethics & Social Responsibility       * Leadership & Communication       * Conflict Management       * Advanced Human Resources       * Entrepreneurship       * Principles of Management   + YWCA – Board Member, 2008 – 2010   + Greater Fort Dodge Growth Alliance     - Retail Committee     - Entrepreneurial Development Committee   + Council Salary Advisory Board – City of Fort Dodge   + Young Professionals Group, Fort Dodge – Founding Member   + School Booster Clubs |
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