

HOLLIE ARLENE ASKEY

- 900 E 1st Avenue - Indianola, Iowa 50125 • 515-447-6560
- Email: hollienaskey@live.com • Highest Federal Civilian grade held; GS7-1

EXPERIENCE

August 2011- Present Indianola, IA

Warren County Economic Development Corporation

111 North Buxton - Indianola, Iowa 50125 • 515-961-1067

Supervisor: Doug Shull, Board President • 515-371-4605

Executive Director

(Director of Operations from August, 2011 - March, 2015)

- Supervise Warren County Economic Development Corporation's daily organizational procedures including staff management, board of directors, investor relations, budgets and financials. Program and project management, serve on regional boards, present and speak to various public and private organizations throughout the Des Moines metro and Warren County.
- Actively pursue and recruit potential new companies to Warren County. Work with local governments to formulate incentive and financial packages, coordinate site logistics, regulatory processes.
- Assist current businesses with their expansion processes including new site location, building needs, legislative issues, and local government assistance.
- Attend city council meetings, industry and local organizational meetings, and county public meetings to support local businesses and projects, and to make the public aware of our organization's services and resources. Give quarterly progress reports to public body investors.
- Organize and lead the Business Retention, Expansion and Entrepreneurial Development Task Force comprised of local business leaders, financial lenders, and Simpson College team members. Develop ways to assist the business community in their education, start-up, and growth needs.
- Manage funds, review applications, and allocate revolving loan and grant monies through three in-house programs; Warren County small business grant contest (annual), Warren County revolving loan fund, and Warren County opportunity fund (incent).

February 2010 - August 2011 Atlantic, IA

United States Department of Agriculture - Rural Development

511 W. 7th Street - Atlantic, Iowa 50022 • 712-243-2107

Supervisor: Theresa Jordison-Area Director • 712-243-2107

Loan Specialist Grade GS7-1

- Assist clients with Federal funding documents in the application process of Community Facilities Grants and Loans Program.
- Prepare and submit financial, legal, and environmental files to the State and National Offices for review and approval of funding. Perform security checks on applicants through CAIVRS (Credit Alert System) and EPLS (Excluded Parties List System) debarment and suspension computer programs.
- Perform project site inspections before and during the application, preliminary architectural

and construction phases of USDA funded community projects such as fire stations, hospitals, childcare centers, libraries, police stations, and community centers.

- Prepare Federal documents and complete data entry of financial statements for public bodies, non-profits and city owned facilities into the Government inter-agency computer systems.
- Prepare and execute on-site security inspections and compliance reviews with recipients to ensure that they are properly maintaining properties funded by federal dollars and that the entities are following all federal regulations, codes, equal opportunity, and accessibility laws.
- Prepare Environmental Reports to be submitted to the State Historic Preservation Office and the USDA State Environmental Engineer for review and approval. Complete research for the Environmental Report through such agencies as FEMA (Federal Emergency Management Agency), NRCS (Natural Resources Conservation Service), and DNR (Department of Natural Resources) for soil samples, flood zones, disaster areas, tribal reviews, historical sites, endangered species, and civil rights analysis.

September 2008 - October 2009 Red Oak, IA

Red Oak Rehabilitation and Care Center

1600 Summit Street - Red Oak, Iowa 51566 • 712-623-5156

Supervisor: Vicki Stout, Administrator • 712-623-5156

Social Services Director

- Assisted residents and patients with Social Security, Medicare, Medicaid and admissions application materials.
- Administered psychosocial well-being tests, depression scales and mental health screenings to residents and patients on a daily basis. Provided social service and counseling sessions as part of the resident state administered care plans.
- Created and prepared materials for marketing and advertising campaigns for the center.
- Filed reports through the Social Security Administration, Medicare and state senior care programs. Entered patient information into medical and social services computer programs for tracking and scoring purposes.
- Acted as the human resources director while training and assisting new employees in the orientation process. Provided information and assisted new hires with tax, medical and retirement benefit forms, privacy laws, patient-employee responsibilities, workplace rules, job descriptions as well as OSHA (Occupational Safety and Health Administration) and emergency management trainings.

September 2002- February 2008 Clearwater, FL

Ashton Personal Fitness Center

611 Druid Road East, Suite 204 - Clearwater, Florida 33756 • 727-422-7117

Supervisor: Self, Owner-Operator

Owner, Television Host

- Managed the routine business operations such as payroll, hiring and employee training processes, accounting, marketing and advertising, bookkeeping, data processing, supply

management, tax preparations and submissions, and staff management.

- Prepared fitness and nutrition programs for clients and administered health and fitness testing to new clients. Personal trained clients daily in weight training, athletics and cardiovascular training.
- Wrote television segments and hosted a fitness show for Tampa Bay On-Demand called 'Fitness with Hollie' and Bay News 9 Saturday Health Segments with Chief Meteorologist Mike Clay.

EDUCATION AND CERTIFICATION COURSES

- **Penn Foster College, Studying for Bachelor's of Science Degree in Business Administration and Legal Studies** 2014- present (*Graduation- May, 2016*)
- **Oklahoma University Economic Development Institute** - Nashville, TN - Completed course May, 2015
- **Heartland Economic Development Course** - *Kansas City, KS - Graduated April, 2012*
- **Government AgLearn Credit Courses** - *USDA- Atlantic, IA, February 2010 - March 2011*
- **Psychology, Psychosocial and Patient Well-Being Credit Courses**
Department of Human Services, Council Bluffs, Iowa - May and July, 2009
- **Red Oak Community High School- Red Oak, Iowa - Graduated May, 1996**

PROFICIENCIES

- Business management, government relations, leadership, business planning, research, grant administration, public relations, problem solving, system administration.
- Financial computer applications, Microsoft Word, Excel and Publisher, Location One Information Systems, Synchronist, Opportunity Manager.
- Data development and entry, tracking and reporting computer application programs such as GLS (Government Loan System), Sharepoint, CCR (Central Contractor Registry), APR.gov (American Recovery and Reinvestment Act Progress Reporting), Federalreporting.gov, CAIVRS (Credit Alert System), and EPLS (Excluded Parties List System).
- Document, publications, and brochure development and creation systems, marketing and material design.
- Federal Government employee systems and computer applications such as WebTA (time and attendance), and GovTrip (agency travel).

PROFESSIONAL ORGANIZATIONS, BOARDS AND COMMITTEES

- 2016 appointment to the Greater Des Moines Partnership Board of Directors
- 2015 appointment to the Small Business Development Center Board of Directors
- Currently serving on the Norwalk Economic Development and Planning Committee
- Current Member of Professional Developers of Iowa (PDI)
- Member of the Iowa Association of Credit Specialists (IACS)
- Member of the National Association of Credit Specialists (NACS)
- Reviewer for the State Technical Merit Review Team (TMRT)
- Current Member of the Regional Economic Development Practitioners
- Current Member of the American Center for Law and Justice (ACLJ)
- Current Member of the United States Government Relations - Lobbying & Public Affairs
- Current Member of the Republican National Committee

PROFESSIONAL ACCOMPLISHMENTS IN ECONOMIC DEVELOPMENT

- 2015 - Leveraged a \$25,000 incentive package and assisted in negotiating a \$230,000 tax abatement incentive for the construction of a new Mercy Clinic at the Highway 5/65 Bypass, which resulted in over three million local investment and eight high quality medical jobs. This relationship also led to the current and future plans for two more new Mercy Clinics in Warren County.
- 2015 - Proposed a recruitment package to Culvers Restaurant by negotiating with the City of Indianola, local land owners, and financial lenders to build a new three million dollar facility in the Indianola Summercrest Hills development. Letter of intent on land has been submitted as of November, 2015.
- 2013/2014 - Recruited Fareway Grocery Store to Carlisle, Iowa. Constructed incentive package and development agreement between the City of Carlisle, Fareway, and Warren County. The project was a four million dollar investment into the community, providing 88 new jobs, and will recapture over six million dollars in food and beverage retail leakage each year.
- 2014 - Organized and held the now annual 'Warren County Small Business Grant Contest' which awards two local businesses nine thousand dollars each year.
- 2014 - Organized and currently running a five thousand dollar 'Bounty Program' for the City of Carlisle to help recruit a new company to build on development ground within city limits.
- 2013 - Created and organized the now annual 'Warren County Excellence in Business Awards Event' held at Simpson College, in partnership with the Record Herald and the countywide chambers of commerce.
- 2013 - Recipient of the 'Overall Business Retention and Expansion Award' at the Smart Conference based on my application describing the successful programs created through my Business Retention, Expansion and Entrepreneurial Development Task Force.
- 2012 - Created and continue to manage the Learn|Grow|Succeed Program in partnership with Simpson College. Learn|Grow|Succeed in an entrepreneurial initiative that provides educational opportunities and assistance to start-ups and small businesses in the Warren County and the Greater Des Moines Region
- 2012 - Assisted Absolute Transportation in Norwalk, Iowa with their expansion and new location to double their physical size and service capacity.
- 2012 - Assisted The Depot Restaurant in opening their new location in New Virginia as well as entering the DMACC Dream Big Grow Here Contest, where they won the regional grant for small business.
- 2011 - Located a forty thousand square foot building for Harvest Innovation's expansion in Indianola, and assisted in the negotiations between the building owner and the company.
- 2010 - Was selected to speak at the USDA Rural Development Annual Conference by State Director Bill Menner
- 2009 - Was selected by USDA Rural Development State Office to be a member of the Technical Merit Review Team.