

DANA THORNE

Executive Management



EDUCATION

MASTERS

Business Administration
Royal Roads University
2017-2022

MASTERS CERTIFICATE

Project Management
UVIC Peter B Gustavson
School of Business
2016

PROFESSIONAL SKILLS

- Executive Management
- Analytics
- Human Resources
- Leadership
- Change Management
- Problem Solving
- Critical Thinking
- Budget Management
- Strategy Development

PROFILE

Dana Thorne has years of experience working in the field of business and First Nations Governance. Dana has brought into her roles the abilities to see the systemic barriers built within the organization processes and policies, and create positive and sustainable change. She looks at process as a way to improve transparency and service delivery for the client, while also reducing liability and risk for the organization.

WORK EXPERIENCE

Acting CHIEF ADMINISTRATIVE OFFICER

Cowichan Tribes | 2023 – Present

Reporting to Chief and Council, Dana oversees the entire Administration of Cowichan Tribes. Supervising ten executives and providing direction on their work to meet the strategic plan and objectives.

- Responsible for an organization with revenues of over \$95 million and expenditures of over \$70 million
- Attend bi-weekly Chief and Council meetings on behalf of Administration
- Establish strategic priorities
- Review and approve expenditures over \$50,000

DIRECTOR OF ADMINISTRATION

Cowichan Tribes | 2021 – Present

Reporting to the CAO, Dana directly oversees ten departments and provides guidance and input into operational improvements across the entire Administration.

- Responsible for multiple departments with budgets totalling \$19 million
- CAO proxy for meetings and coverage for holidays
- Provide input and oversight for operational process analytics and improvements
- Work with internal and external stakeholders to improve partnerships and services to end users

DANA THORNE

Executive Management

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Canva
- Adobe Photoshop
- Adobe Illustrator
- Website Maintenance
- Microsoft Power point
- Acrobat Pro
- Various Virtual Platforms

VOLUNTEER ROLES

- RCA Rowing Canada Board
- BC SPL Team Manager
- Island Coastal Economic Trust Board
- Community Futures Cowichan Board
- Cowichan Eagles Youth Soccer Treasurer
- Cowichan Women's Flag Football Vice President

INTERESTS

- Football
- Soccer
- Painting
- Swimming
- Nature Walks
- Literature

WORK EXPERIENCE (Continued)

ASSOCIATE GENERAL MANAGER / RESTART PROJECT MANAGER

Cowichan Tribes | 2020 – 2021

Reporting to the General Manager, Dana's primary responsibility was to work with executives and provide guidance and direction for adjusting operational processes in order to safely reopen services during the pandemic.

- Review industry WorkSafeBC Pandemic guidelines and Public Health Orders regularly
- Sit on the Pandemic Response Team which provided information and direction to Administration and Elected Officials
- Developed Pandemic Operations Framework to establish various operation levels during a pandemic, as well as create guides for departments to develop their pandemic operational plans
- Work with internal and external stakeholders for allocation of funds, program partnerships, and establishing new pandemic service delivery programs.

ASSOCIATE DIRECTOR OF HOUSING

Cowichan Tribes | 2018 – 2021

Reporting to the Director Housing and Capital Projects, Dana oversaw the entire housing and department administration portfolio. Dana did a business analysis of the services and processes, and implemented sustainable improvements to improve service delivery and reduce risk and liability.

- Manage and report to Housing Committee
- Oversee budgets of \$3.5 million and mentor staff around budget monitoring and sustainability
- Work with internal and external stakeholders to improve service delivery and funding models
- Conducted a business case analysis and workforce needs assessment, implement recommendations and strategies from analysis

REFERENCES

Available upon Request