

LISA Y. TODD

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Summary

Accomplished facilities management professional. Strategic planner, innovator and leader that manages people, resources and projects to meet customer requirements and company performance objectives. Effective collaborator with stakeholders at all levels of the organization. High energy with outstanding communication skills and keen negotiation, decision making and problem solving expertise. Versatile performer with proven ability to direct comprehensive facilities operations such as general management including budgets, contracts, and design-build construction/renovations. Knowledge of ADA codes, sustainability, and LEED certification principles. Maintains the highest standards of quality and professionalism with a solid reputation for consistently meeting schedules, budgets and exceeding customer expectations. Visionary that achieves process improvements, leads through change and creates diverse cross-functional and quality driven teams.

Core Competencies

- Facilities Management
- Project Management
- Space Planning & Utilization
- Security Management
- Budget Planning & Management
- Furniture Procurement & Design
- Construction Management
- Subcontractor/Vendor Management
- Crisis Management
- NIMS Certified in Incident Command
- Events Management
- Grant Writing

Professional Experience

VALPARAISO UNIVERSITY LAW SCHOOL, Valparaiso, IN • 1997 – Present

Associate Director of Facilities & Capital Projects (2015 – Present)

Accountable for the coordination and implementation of all facilities improvements, maintenance, emergency systems, crisis management, capital projects, and grant writing. Develop and administer a \$160K capital projects budget. Direct daily operations in areas of facilities management, construction management, vendor management, space planning and utilization, and furniture procurement. Establish and implement facilities related policies and procedures for the Law School. Collaborate with campus facilities management department to ensure the optimal functioning of building systems including mechanical, fire safety, and emergency messaging. Serve as the Law School liaison on the VU Incident Command Team.

Associate Director of Facilities & Events Management (2009-2014)

Charged with the coordination and implementation of all facilities improvements, maintenance, emergency systems and projects. Oversaw space planning and utilization including design, specification, and procurement of furniture. Collaborated with interior designers and furnishings companies to furnish law school offices and departments. Supervised the construction of new buildings, building additions, and office remodels. Collaborated with architects, construction contractors, and vendors to effectively implement and facilitate completion of projects. Responsible for all aspects of building security: issuance of keys, swipe access, and security cameras. Planned and lead high quality, large-scale institutional special events. Promoted operational efficiencies and continuous improvement by implementing event management best practices. Served as the Law School liaison on the VU Incident Command Team.

Senior Executive Administrator – Office of the Dean (2004-2009)

Managed the annual lecture series, conferences and other special institutional events. Responsible for building management and management of key documents and information critical to the operations of the Law School. Carried out special projects as assigned by the Deans. Maintained all Administrative Assistant duties.

Administrative Assistant – Office of the Dean (1997-2004)

Assisted the Deans in the administrative operation of the law school and its varied services. Coordinated institutional and academic planning & reporting; HR and personnel matters; crisis management; and public relations.

LISA Y. TODD

Page 2

Selected Accomplishments

Space Planning and Utilization

- Specified and equipped the new Lawyering Skills Center with \$300K in furnishings
- Skillfully planned and managed \$175K in design renovations of the lower level and 1st floor of the Law library
- Replaced over \$500K of office furniture throughout the Law School
- Expertly planned and executed annual employee office relocations
- Created space and furniture diagrams for various campus departments
- Selected 3 years in a row to serve as a judge row over a 3 day period for the Best of NeoCon, North America's largest design exposition and conference for commercial interiors at the Merchandise Mart in Chicago, IL (2015, 2014 & 2013) **Facilities Management**
- Ensured high quality of operation of 94,528 SF of building infrastructures such as mechanicals, HVAC, plumbing electrical, life and safety, security, and signage
- Managed maintenance and work orders for facilities that house 83 staff members and 450 students
- Developed and implemented space usage and building access policies and procedures
- Minimized problems and issues by overseeing compliance with ADA, fire, and safety codes
- Controlled emergency preparedness and pandemic program operations including H1N1, AED/CPR and First aid
- Created and implemented Law School fire and tornado evacuation plans
- Demonstrated versatility and organization skills through a range of project operations including capital improvement projects, interior & exterior aesthetics, and landscaping

Project Management

- Managed the design and construction of the \$8.9M Lawyering Skills Center
- Supervised the \$3M addition of a new Café/Student Lounge/Career Planning Center
- Coordinated with campus facilities on the \$1.1M renovation of the Law School parking lot
- Oversaw the \$500K renovations of the Admissions Office and lower level of the Law Library

Events Management

- Created Standard Operating Procedures (SOPs) for annual Law School events, held Lessons Learned meetings, and trained new events manager in Event Management Best Practices
- Orchestrated 15 Annual Law Clinic Benefits involving live musicals and black tie dinners, totaling \$202K in expenses and raising \$382K in donations for the operation of the Pro Bono Law Clinic
- Remotely arranged for the set-up of a VU Law School Sports Law Clinic in Torino, Italy during the 2006 Winter Olympics
- Spearheaded the Celebration of Success dinner for 200 people, culminating a 3 year \$10M fundraising campaign for the Law School with keynote, Ryne Sandberg (Cubs HOF), at Pazzo's in Chicago, IL
- Skillfully planned the Sports Law & Ethics Conference for 100 people with panelist Barry Bonds and keynote, Bob Costas, at the Palmer House Hilton in Chicago, IL
- Applied event planning expertise to the Law School's 125th Anniversary celebration hosting 1400 people with keynote, President George H.W. Bush, at the Field Museum in Chicago, IL

CAREER NOTE: Additional positions held include, Paralegal, **Hoepfner, Wagner & Evans;** Court Administrator, **Jasper Superior Court Division No. 2;** Legal Secretary, **Halleck & Beaver, P.C.**

Education

VALPARAISO UNIVERSITY, Valparaiso, IN

Master of Business Administration

- Graduating with Highest Distinction
- Beta Gamma Sigma Honor Society

Bachelor of Science in Business Administration

- Outstanding Student in Decision Science Award

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Education Continued...

PURDUE UNIVERSITY NORTH CENTRAL, Westville, IN
Grant Writing Certificate, Paralegal Certificate

NORTHERN ILLINOIS UNIVERSITY, Hoffman Estates, IL **Facility Management: A Practical Introduction Course**

Certifications & Professional Development

- Certified by FEMA in National Incident Management Systems (NIMS) (2011-ICS Levels: 100, 200, 700, 800, 300; and 2012-Advanced ICS level 400)
- EDspaces 2015 Conference & Expo, New Orleans, LA (2015)
- NeoCon, Design Exposition and Conference for Commercial Interiors, Chicago, IL (2008, 2009, 2010, 2013, 2014 & 2015)
- Safe Zone Training, providing support for the LGBTQ community, VU (2015)
- Dale Carnegie 12 week course – Effective Communications and Human Relations, VU (2014)
- When it Happens “A Study in Mass Trauma and Recovery” seminar, Valparaiso, IN (2013)
- New World of Learning, Our Observation on the Changing Social Educational and Technological Context of Education seminar, South Bend, IN (2013)
- The Special Event Conference Trade Show, Los Angeles, CA (2007)
- ABA Bricks, Bytes and Continuous Renovation Conference, Seattle, WA (2006)
- CASE Special Event Planners Conference, Nashville, TN (2006)
- Higher Education Learning and Working Presentation at Steelcase University, Grand Rapids, MI (2006)
- CASE Special Event Planners Conference, Las Vegas, NV (2005)

Committees & Memberships

- APPA: Leadership in Educational Facilities (Member, 2015–present)
- National Association of Educational Procurement (NAEP) (Member, 2015-present)
- National Association of Professional Women (NAPW) (Member, 2014-present)
- International Facility Management Association (IFMA) (Member, 2013-present)
- Valparaiso University Incident Command Team (Member, 2009-present)
- VULS Events Executive Committee (2009-present)
- Law School Space Management Committee (2009-2014; Chair 2013-2014)
- VU Salaried and Concerns Committee (2009-2011)
- Valparaiso University 150th Anniversary Executive Committee (2008-2009)
- Law School Building Connections Celebration Executive Committee (2005)
- VULS Student Services Task Force (2005)
- Law School Sports Law Conference and Beyond Committee (2004) • Heritage Hall Renovation Committee (2004)
- Law School’s 125th Anniversary Executive Committee (2003-2004)
- VULS Communications Committee (2002)
- Valparaiso University Online Events Calendar Committee (2001)
- VU Task Force to Evaluate Delivery of Services to the Valparaiso University Community (2000)

Public Service

- Volunteer, United Way Day of Caring
- Team Member, Making Strides Against Breast Cancer Walk