

**A RESOLUTION TO APPOINT MEMBER OF THE DUNWOODY PLANNING  
COMMISSION**

**WHEREAS,** the City of Dunwoody is authorized by the City Charter to create boards, commissions and authorities as the Mayor and City Council deem necessary; and

**WHEREAS,** the Mayor and City Council previously adopted Chapter 2 ("Administration") of the City Code of Ordinances, which calls for the creation of the Planning Commission; and

**WHEREAS,** the Mayor and City Council had previously appointed Jared Abram as a member of the Planning Commission with his term expiring June 30, 2021; and

**WHEREAS,** the Mayor of the City of Dunwoody is authorized with confirmation from the City Council to appoint Jackie Edmundson as a member of the Planning Commission with the following term of office:

Jackie Edmundson, 3-year term ....expiring June 30, 2024

**NOW THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of Dunwoody while in regular session on October 25, 2021, at 6:00 pm that Jackie Edmundson is appointed as a member of the Planning Commission of the City of Dunwoody to serve for the designated term.

Approved:

\_\_\_\_\_  
Lynn P. Deutsch, Mayor

Attest:

\_\_\_\_\_  
Sharon Lowery, City Clerk  
(SEAL)

# APPLICATION FOR APPOINTMENT



4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Phone: (678) 382-6700 | Fax: (678) 382-6701

The Dunwoody City Council believes that citizens bring valuable insights and are a skilled resource in the community. The Council encourages all citizens to consider becoming involved in the city government by serving on a Board, Commission, or Committee. Applications are accepted throughout the year.

To be considered for an appointment to a municipal board, commission, or committee, please complete and submit the following application and send it with a resume to the City Clerk, Sharon Lowery. Applications and resumes may be submitted by e-mail to [sharon.lowery@dunwoodyga.gov](mailto:sharon.lowery@dunwoodyga.gov), by fax to (770) 396-4705, or by mail to 4800 Ashford Dunwoody Road, Dunwoody, GA 30338.

## \* Applicant Information

Name: Jackie Edmundson		
Address: 4488 Huntington Circle, Dunwoody, GA 30338		
Phone: [REDACTED]	Cell: [REDACTED]	
Email: [REDACTED]		
Place of Employment: Tinuiti	Occupation VP of Business Operations & IT	
How long have you been a resident of Dunwoody?	4 Years	Months

## \* Board / Commission / Committee for which you would like to be considered

<input type="checkbox"/> Alcohol License Review Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Sustainability Committee
<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Urban Redevelopment Agency
<input type="checkbox"/> Construction Board of Adjustment and Appeals	<input type="checkbox"/> Volunteer Coordinating Committee
<input type="checkbox"/> Convention and Visitors Bureau of Dunwoody	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Design Review Advisory Committee	
<input type="checkbox"/> Development Authority	
<input checked="" type="checkbox"/> No preference, I just want to volunteer!	

## \* Interest and Experience (Please also attach or submit a resume)

Why are you interested in serving on a board / commission / committee?
I spent many years in the federal government and after moving to the private sector realized that I greatly missed the public service aspect of that job where I could have an impact. I look forward to giving back to my community through my experience & talents and collaborating with like-minded people.
What experience do you possess that would be of benefit to a board / commission / committee?
My passion for people and places that is at the heart of all I do. My experience in business operations, asset management, project management, and communications can assist in elevating Dunwoody as we continue to grow with our residents.

## \* Terms & Conditions

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for appointment.	
I hereby agree that if appointed to serve as a member of a City of Dunwoody Board, Commission, or Committee, I will spend my time, skills, and energy on the goals and mission of the Board, Commission, or Committee including preparation for meetings. Furthermore I agree that, if appointed, my term will be governed by the By-laws of the Board, Commission, or Committee to which I am appointed.	
I understand that if appointed, I will make an effort to attend all meetings and must attend at least two-thirds of the scheduled meetings in order to remain a member in good standing.	
Applicant's Name: Jackie Edmundson	
Applicant's Signature:	Date: 9/1/2020

**Submit!**

# JACKIE EDMUNDSON

[Linkedin](#)

## CHANGE MANAGEMENT | COMMUNICATIONS | STRATEGIC PLANNING

Creative and collaborative BUSINESS OPERATIONS & TEAM SYNERGY GURU with 15 years' experience spearheading initiatives that optimize operational services to foster collaboration, retain employees, control costs, and support organizational objectives. Known for building authentic relationships across all stakeholders to achieve buy-in and execute on vision & strategic direction. Values-based leader. Leadership with integrity to inspire & engage executive teams. HOBY Alumni with passion for HOBY mission.

*Team Leadership | Employee Experience | Compelling Storytelling | Board Engagement | Public Relations  
Business Acumen | Budget Management | Project Implementation | Partnership Development | Outreach  
Performance Management | Budgeting | Recruiting | Program Delivery | Financial Management | Marketing | Branding*

## PERFORMANCE AWARDS

Nominated for Drexel University's **40 Under 40**, 2020 | Peer Award for **Excellence & Leadership**, 2018  
Award for **Driving a Collaborative Effort**, 2017 | **Special Achievement** Award for Workplace Experience  
Pilot, 2017 | Pearl Award for Volunteerism, 2015 | **Special Accomplishment** Award for NSC Project, 2011  
| Special Accomplishment Award, 2011 | **Significant Achievement** Award, 2010

## PROFESSIONAL EXPERIENCE

TINUITI, Atlanta, GA

2019–Present

### Vice President, Business Operations, Facilities, & IT

Provided executive leadership for the strategic planning, policies, operational & IT service, and comprehensive day-to-day governance of a \$6.9M operational budget and all agency offices nationwide. Develop & implement plans to take programming from start-up mode to formalized business processes during a time of rapid growth while streamlining vendors & costs. Focused on the employee experience for over 650+ staff nationwide, provided leadership and guidance to the team ensuring a high-performance oriented culture of service.

- Collaborated and built alignment with C-suite & Board of Directors to address agency needs through a metrics-driven approach during a time of explosive 180% organic growth and the acquisition of 3 companies.
- Conducted a strategic deep dive into operating expenses & contracts resulting in streamlined vendors, more beneficial partnerships, and over \$2M in operational savings.
- Created an actionable team governance & internal controls based on gap analysis, delivering a well-thought-out department reorganization, career path mapping, and recruitment of key hires from multiple markets with focus on diversity & inclusion.
- Instituted project management office now used as an agency-wide template. Developed best practices that impact cross-functional departments to execute multiple large-scale projects on schedule and under budget.
- Led agency COVID policies for all employees and 9 offices nationwide. Transitioned all 650+ employees seamlessly to full telework within days and developed a safe reopening strategy.
- Brought focus to the organization's security posture by leading the SOC2 Type I effort bringing process & policy changes to protect internal & customer data.
- Reduced IT support ticket response time by 57% and issue close rate by 69% ensuring an outstanding level of customer service and technical support to all employees.

CENTERS FOR DISEASE CONTROL AND PREVENTION, Atlanta, GA

2016–2019

### Operations Officer (2018–2019)/Program Specialist (2016–2018)

Provided strategic consulting on program planning, evaluation, business development, annual budget, and policy in support of division mission and \$280M operating budget. Led major projects to manage facility operations to optimize efficiency. Projects affected 15K employees and 210 assets with 7.1M SF across the country. Created leadership alignment and organizational readiness.

- Chosen by leadership for fixer-closer role to turn around project struggling to meet scope, schedule, budget, and customer service standards; in 3 months, repaired relationships and brought project on track, resulting in cost savings of \$200K.
- Won buy-in for major projects by managing communications and assembling change management teams.
- Led lean review of existing processes relating to customer satisfaction, service delivery, and performance standards; identified strategies to improve efficiency and effectiveness.
- Managed special projects analyzing data and compiling reports for briefings to Congress in support of our \$47M real estate portfolio.
- Managed workplace innovations totaling over \$2M to address space utilization, improve employee well-being, and increase collaboration.

GENERAL SERVICE ADMINISTRATION, Atlanta, GA / Philadelphia, PA

### **Workplace Strategist (2014–2016)**

Worked as change manager, subject matter expert, and project manager to fulfill presidential mandate to reduce federal footprint through improved space utilization. Provided comprehensive business advice and guidance on workplace design, construction, operations, and change management for over 10 projects.

- Led pioneering Total Workplace Renovation Project, leading to annual cost savings of \$49K; project was expanded as a national model.
- Served on high-profile nationwide initiative team promoting Workplace Program to integrate current and future needs of clients with understanding of technology and space innovation.
- Achieved 37% reduction in SF, generating an annual savings of \$815K for US Army Corps of Engineers.

### **Special Advisor/Communications Specialist (2006–2014)**

Developed and implemented strategic communications plans for projects over \$100M. Drove improvement of internal and external communication tactics. Identified stakeholders. Translated between engineers and CEOs.

- Served as Assistant Project Manager for regionwide multi-year renovation and re-stack resulting in a 68% reduction of space with a construction cost of \$2.8M.
- Developed a national communications strategy for key projects; rolled out strategy nationwide.
- Served as Assistant Project Manager for politically-sensitive project; conducted 90-day feasibility study that was presented to Congress.
- Led planning and execution of 25+ events, ceremonies, and celebrations with VIPs and 25-600 attendees.
- Coordination of cross-functional project teams and advised on strategic communications planning and public affairs outreach to achieve regional and project communication goals.

## EDUCATION & CREDENTIALS

DREXEL UNIVERSITY, Philadelphia, PA | **M.S. in Public Communications** | 3.86 GPA

AMERICAN UNIVERSITY, Washington, DC | **B.A. in Public Communications** | Minor in Spanish

Certifications: **Change Management**, Association for Talent Development (*in progress*) | **Yellow Belt, Lean Reviewer** (Lean Six Sigma) | **Fitwel Ambassador**, Center for Active Design | **Certified Meeting and Charrette Facilitator**, National Charrette Institute | **Executive Leadership** Program Certificate, Graduate School USA | Contracting Officer's Representative

## LEADERSHIP

Chi Omega Fraternity, Atlanta Alumnae Association

- President: Elected for 2 terms to lead organization of 200 women and 20-person Board of Executives

*Extensive public speaking engagements on values-based leadership, networking, continuous improvement, and partnership development*