

Iris (Risa) M. Thomas

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LinkedIn

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Dedicated and results-driven Community Development Coordinator with over 10 years of expertise in management. Passionate about fostering growth and positive change within communities, I bring unique insights into all aspects of community development. My background includes a solid foundation in building operations, vendor relations, documentation management, and contract negotiations. Thriving in dynamic, service-oriented environments, I am energized by the opportunity to contribute to the well-being and advancement of the communities I serve.

EMPLOYMENT HISTORY

Community Development and Climate Resilience Coordinator

Aug 2023- Present

Shoalwater Bay Indian Tribe

Responsible for all aspects of the community development department in the managed relocation of the community.

- Provide strategy and leadership to the related community development departments.
- Facilitates and supports Tribal Leadership in identifying opportunities, initiatives, and potential partners to assist and/or community development.
- Responsible for developing, proposing, and implementing projects.
- Maintains frequent contact with elected and appointed officials.
- Prioritize and plan cultural, governmental, natural resources, health, transportation, housing, and relocation for the Shoalwater Bay Tribal community.

Senior Facilities Manager, Health & Safety Officer

Sept 2020- Aug 2023

Fujifilm Sonosite

Responsible for Facilities and Safety Operations Management.

- Facilities Management of a medical manufacturing company with laboratories, machine shop, office space and warehouse for 4 sites, and over 165k sq. ft. with direct reports, serving 450+ onsite employees.
- Management of contractors including cleaners, HVAC, electricians, plumbers, waste management, pest control, general contractors, etc.
- Act as Health and Safety Officer including Safety Committee administrator, reporting all EHS activities, corrective audit findings, site safety walks, area inspections, ISN contractor management, and responsible for the site emergency readiness, including COVID-19, fire safety systems, intrusion, and spill response.
- Overall oversight and responsibility for sites and office maintenance including repairs, decoration, plumbing, external and internal lighting, low voltage electrical infrastructure, supplies, mail delivery and MAC (move, add, change) requests.
- Co-Chairman of Sonosite Culture Committee
- Chairman of Sonosite Safety Committee
- Responsible for the department's \$3M budget and expenditure.

Site Services Manager, Administration and Facilities

June 2015- Aug 2020

Boston Scientific, formerly BTG International Ltd

Facilities and Administrative Business Operations Management with direct reports.

- Coordinate facilities resources for a medical manufacturing company with an ISO Class 8 clean room, laboratories, machine shop, office space and warehouses up to 4 sites, and over 83,000 sq. ft. with 5 direct reports.
- Facilities Lead on a 34k sq. ft \$5.2M buildout consisting of multi-use, flex, laboratory, and warehouse space.
- Management of vendors and contractors including cleaners, HVAC, electricians, plumbers, waste management, pest control and general contractors.
- Responsible for accurate monitoring of the department's budget and expenditure.
- Act as Site Safety Officer including all EHS activities, site safety walks, distribution of findings, area inspections, Safety Committee Lead, contractor control, security, and responsible for emergency readiness.
- Support to other global sites to promote standardization of appearance and approach for similar ways of working; including, but not limited to, quality audits, site branding and visual factory boards.
- Provide a single point of contact for all move management activities. Initiate and manage meetings to review move schedules with move vendors and key stakeholders.
- Overall oversight and responsibility for site and office maintenance including repairs, decoration, plumbing, external and internal lighting, site low voltage electrical infrastructure, grounds, pathways, and gutters/drains.
- Provision of administration support services to senior site personnel including calendar, travel, organization, and all executive level responsibilities.
- Oversee, plan, and coordinate all company events.

Executive Services Manager, Tax Preparer

Feb 2007- April 2015

James Erickson & Co, P.S. Bellevue, WA

Managed all aspects of a CPA office with primary focus on customer retention and tax preparation.

EDUCATION

City University, Bellevue, WA

Bachelor of Science in Business Administration

Marketing Certification

Grays Harbor College, Aberdeen, WA

Associates of Arts in Journalism

CERTIFICATION

FMP (Facility Management Professional) Certification

IFMA, International Facility Management Association, Nov 2022

Professional Facility Management (ProFM) Certification

ProFMI, Professional Facility Management Institute, April 2022

Tribal Supervision and Management Certification

DOT HM/ RCRA Hazardous Waste Generator Certification

OSHA 30-hour Certification

CPR/First Aid/AED/BBP Certification

Lithium Battery IATA Certification

ADDITIONAL

Member of IFMA, IFMA Seattle Chapter and IFMA PNW Chapter

Member of WIFM, Women in Facilities Management, Sonosite WINS

Notary Public, State of Washington