

Zachary W Litwiller

zlitwiller@icloud.com

757.620.3816

<https://www.linkedin.com/in/zacharylitwiller/>

Education

University of Colorado Denver School of Public Affairs

May 2018 – May 2020

- Master of Public Administration
- Graduate Certificate Emergency Management and Homeland Security

GPA – 3.97

Certifications:

- FEMA Courses: IS 100; IS 200; IS 700; IS 800; IS 005; IS 020.20; ICS 300; ICS 400; S 248; O 305

Miscellaneous:

- Intermediate Level Spanish Language: Ongoing learning through Rosetta Stone

Grove City College

May 2004 – May 2008

- BA Communication Studies
- BA Christian Theology

Work History

City of El Segundo All-Hazards Incident Management Team – Liaison Officer

September 2020 – Current

El Segundo, CA – Avg Hrs/Wk: 40

- Assists in planning and executing the Incident Action Plan on a weekly operational period for the City of El Segundo's COVID-19 response
- Operates in, and helps to maintain, the Emergency Operations Center for the City of El Segundo
Coordinates activities of a number of large and diverse agencies and organizations, stakeholders, and departments to organize city response to COVID-19 related and other events, and reports activities and conditions accordingly and requests assistance as needed.
- Collected and organized relevant information to create and disseminate a daily situation report to the IMT, city employees, and elected officials
- Collaborated with the PIO to create and send out a bi-weekly newsletter to internal and external stakeholders
- Created and maintained an up-to-date contact list for the IMT
- Develop and present policy recommendations based on the most up-to-date guidance from the County of Los Angeles Health Department and the CDC to support community businesses and organizations to safely reopen and operate
- Represent the City of El Segundo and the IMT to internal and external stakeholders
- Gathers and shares information with a focus on educating the public and fully complying with safety and health guidelines and best practices
- Works independently with little supervision to accomplish assignments and creatively pursue the IMT objectives
- Accomplishes tasks as needed for the team

MPA Capstone: Analysis of Flood Risk Vulnerability Inequity in Norfolk, Virginia

January 2020 – May 2020

- Recruited the City of Norfolk Department of Emergency Preparedness and Response (DEPR) and worked directly with Director Jim Redick to recommend ways to prioritize flood mitigation projects and funding in a socially equitable way
- Created, developed, and conducted city-wide quantitative analysis to compare the proportion of socially vulnerable populations with present flood risk by census tract in the City of Norfolk, Virginia
- Recommended future research and policies to enable City of Norfolk Department of Emergency Preparedness and Response (DEPR) to equitably prioritize flood mitigation strategies and projects
- Published as Outstanding Project in the University of Colorado Denver Digital Repository

Elation Brewery – Bartender

January 2019 – May 2020

Norfolk, Virginia – Avg Hrs/Wk: 25-30

Blanca Food & Wine – Server
Norfolk, Virginia – Avg Hrs/Wk: 30-35

September 2018 – February 2019

Tag-Ink, Inc. – Sales; Social Media Manager
Norfolk, Virginia – Avg Hrs/Wk: 40-50

October 2016 – June 2018

- Position required self-motivated, good people skills, the ability to handle multiple projects at one time and was strongly task-driven
- Engaged the local business community and planned, organized, and executed monthly catered Lunch & Learn demos for current and potential clients to experience products and Tag-Ink services
- Created engaging social media content that clearly communicated products and services of Tag-Ink (such as in-house graphic design and expert promo product consultation) and posted on average three times a week to Facebook and Instagram
- Researched and presented various digital and online customer relationship management software to update client accounts from pen-and-paper process to provide a more seamless system for Tag-Ink staff and clients
- Acted as in-house tech support for network issues, computer updates, and also as main point-of-contact for the online CRM system for issues and in-house instruction

Tysinger Mercedes - Sales
Hampton, Virginia – Avg Hrs/Wk: 50

January 2016 – October 2016

- Represented Tysinger Mercedes at events and organizations and frequently required to speak publicly for these events
- June 2016 Salesperson of the Month

Decorum Furniture - Sales
Norfolk, Virginia – Avg Hrs/Wk: 40

September 2015 – January 2016

Belly, Inc – Community Operations Manager
Southeastern Region, United States – Avg Hrs/Wk: 60

October 2014 – June 2015

- Managed the launch of over 600 Bellycard loyalty service programs and equipment to new 7/11 clients throughout the southeast of the United States and regularly traveled to provide continued service and technical support
- Collaborated with clients and marketing support staff to recommend services to achieve business goals
- Consistently ranked as top performing Community Operations Manager nationally

Volunteer Experience

Team Rubicon

August 2020 – Current

- Bell, California – Verily Medical Testing Site Support: September 2020
 - Supported the mobile clinic mission to provide quick COVID-19 testing by helping to direct other volunteers and provide safety and procedural guidance
 - Provided incident command support by ensuring best safety practices are followed by volunteers and the public

Downtown Norfolk Council – Volunteer Coordinator for Grand Illumination Parade
Norfolk, Virginia

May – December; 2015 – 2018

Hampton Roads Pride
Hampton Roads, Virginia

February – July; 2013 – 2016

Hampton Roads Business Outreach (HRBOR)
Norfolk, Virginia

2016 – 2018

- Chair of Membership Committee; 2017
- Marketing Committee member; 2017

Organizations

- All-Hazards Incident Management Team Association ; **November 2020**
 - Pi Alpha Alpha National Honor Society for Public Administrators; **May 2020**
-