



**MICHAEL D. SANDERS**

Jackson County Executive

**EXECUTIVE ORDER # 11-10**

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: Michael D. Sanders  
JACKSON COUNTY EXECUTIVE**

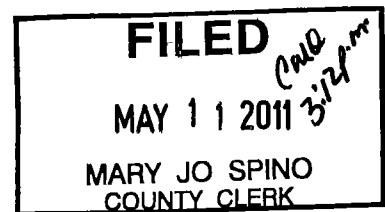
**DATE: May 11, 2011**

**RE: APPOINTMENT TO THE JACKSON COUNTY BOARD OF SERVICES  
FOR THE DEVELOPMENTALLY DISABLED - EITAS**

I hereby appoint Tammy Flores to the Jackson County Board of Services for the Developmentally Disabled - EITAS, to fill the vacancy occasioned by the resignation of Janet Ridder, for a term to expire December 31, 2011. A copy of Ms. Flores' resume is attached.

Michael D. Sanders, County Executive

Date: May 11, 2011



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# Tammy Flores

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Address: 18906 East 22<sup>nd</sup> Terrace North

E-mail: tflores@kauffman.org

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## Qualifications:

Results oriented professional with 20 years of experience in event coordination, marketing, sales support, customer care and administrative positions in both private and non profit sector organizations. Known for ability to create and build relationships.

Major strengths include:

- Research
  - Logistics
  - Project management
  - Analysis
  - Negotiation
  - Problem solving
  - Event planning
  - Training
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## EXPERIENCE:

### Ewing Marion Kauffman Foundation, Kansas City, MO

- **Analyst** *November 2008 – Present*
  - Operational activities for Kauffman Innovation Network, a separate 501c3
  - Manage grants including monitoring reports and use of monies
  - Monitor department budget
- **Executive Assistant** *February 2005 – October 2008*
  - Exercised initiative and judgment on issues, determining next actions
  - Coordinated the calendar and travel for Vice President, Advancing Innovation
  - Managed projects simultaneously, coordinated meeting logistics & travel of non associates
- **Assistant** *August 2003 – February 2005*
  - Extensive travel arrangements for staff and external guests
  - Coordinated logistics for both on- and off-site meetings
  - Timely completion of check requests and expense statements

### Cramer Inc., North Kansas City, MO

- **Customer Care Manager** *July 2001- July 2003*
  - Trained new team members on product knowledge and procedure
  - Researched and managed non-standard requests with engineering, sales and legal departments to satisfy customer needs
  - Independently negotiated labor contracts with dealers
- **Customer Care Representative** *February 2001 - July 2001*
  - Responded to calls from 28 sales reps, 300 dealers, and end users regarding questions on products, pricing, invoices, returns, and literature

### TRC Staffing Services, Kansas City, MO

*March 2000 – February 2001*

- **Assistant** –Ewing Marion Kauffman Foundation
  - Coordinator for the FastTrac project
  - Maintained ACT! Database
- **Executive Assistant/Project Manager** –Cooper Associates
  - On-site project management, daily contact with client
  - Supervision of 4 data entry personnel
  - Scheduling and planning of CEO calendar

### Swingster/American Identity, Kansas City, MO

- **Inventory Analyst** *November 1996 – March 2000*
  - Supported sales with inventory in over 30 programs, ended programs with little inventory on hand
  - Analyzed special tracking reports for pivotal accounts

- Liaison for import agent: tracked shipments of import garments

**Datamax Office Systems, St. Louis, MO**

- **Marketing and Sales Assistant** *December 1995 – October 1996*
  - Arranged travel and funds for technicians and sales representatives, reconciled receipts
  - Maintained inventory on 38 forms and 40 brochures
  - Purchased, inventoried and distributed office supplies for 115 people

**Danka Business Systems, Overland Park, KS**

- **Marketing Support Coordinator** *December 1988 – December 1995*
  - Negotiated contracts for placement of equipment nationwide
  - Provided ongoing product training to sales staff
  - Installed office equipment and trained clients in the use of said equipment

**Volume Services, Kansas City, MO**

*June 1982 – February 2009*

- **Novelty Vendor: Kemper Arena, Starlight, Kauffman and Arrowhead Stadiums**
  - Collected and monitored cash in excess of 30k per event
  - Organized display booths to maximize sales dollars and prevent losses
  - Controlled and reconciled inventory
  - Sold promotional items

**EDUCATION:**

- **Master of Public Administration, Nonprofit Management, GPA 3.96** *May 2009*  
University of Missouri, Kansas City, MO
- **Bachelor of Science in Business Administration, GPA 3.56** *May 1988*  
Major: Marketing, Minor: German  
University of Central Missouri, Warrensburg, MO

**COMMUNITY INVOLVEMENT:**

**President, Board of Directors, Foundation Workshop, Inc.** *June 2003 – June 2005*

- Instrumental in the interviewing and hiring of the current executive director
- Lead the development of both a strategic and risk management plan
- Acted as a liaison for FWI, speaking at EITAS meetings and community events
- Developed job descriptions for two new positions at FWI
- Negotiated the settlement of a lease agreement
- Assisted staff in actions to become CARF accredited
- Managed the development of a new brochure to be used as an aggressive marketing tool
- Elected first woman president in 28 year history of organization

**Board of Directors, Foundation Workshop, Inc.**

*May 2001 – January 2006*

- Strategic Planning Committee
- By-Laws Committee

**Special Olympics Volunteer**

**Missionary work in Juarez, Mexico**

- Took Spanish classes in preparation for the trip
- Built or repaired 6 homes in 4 weeks over 2 summers
- Taught bible school to 25 children, ages 6-12