



# TAMARA DOSS

## EMERGENCY MANAGER

### EDUCATION

#### Doctor of Science in Emergency Management

Jacksonville State University, Jacksonville, AL; 2022- Current

GPA: 4.0

#### Master of Science in Human Resource Management

Troy University, Troy, AL; Graduated: May 2014

#### Bachelor of Arts in Telecommunication & Film

Minor in Human Resource Management

University of Alabama, Tuscaloosa, AL; Graduated: May 2003

Dedicated and highly skilled Emergency Manager with experience in disaster preparedness, response, and recovery. Proven expertise in risk assessment, resource allocation, and team leadership. Committed to mitigating potential hazards and minimizing the impact of disasters through strategic planning and effective communication.



205-393-2739



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TUSCALOOSA, AL 35405

### EXPERTISE

- Microsoft Office
- Strategic Thinking
- Conflict Resolution
- Public Speaking
- Leadership
- Decision Making
- Organization

### SKILLS SUMMARY

Problem Solving	● ● ● ● ●
Resource Management	● ● ● ● ●
Team Oversight	● ● ● ● ●
Planning	● ● ● ● ●

### WORK EXPERIENCE

#### Deputy Director; Tuscaloosa County Emergency Management Agency

Tuscaloosa, AL

February 2021- Current

- Successfully secured over \$66,000 in grant funds for various projects and initiatives (within one year) aimed at promoting severe weather preparedness and the local Community Emergency Response Team (CERT)
- Assisted in the creation of persuasive grant proposals, leading to a 40% increase in grant awards over one year
- Maintain meticulous records of grant submissions, deadlines, and outcomes, ensuring efficient grant management and reporting
- Prepare and maintain payroll records, reports and other documentation as required, or requested by the EMA Director
- Administer employee discipline when necessary and appropriate
- Coordinates projects and grants as assigned; executes and oversees details and logistics of EMA projects, outreach programs, grants and training programs
- Manage, review and update the County All-Hazards Plan, emergency plans and procedures and mitigation plans
- Oversee County Emergency Operations Center (EOC) when activated and provides direction and guidance to EOC liaisons and oversees logistics
- Coordinate EMA/LEPC exercises and participate with exercise design with departments and other agencies to assure compliance with County and State objectives
- Coordinate hazardous materials spill mitigation via telephone or on-scene; assists with other emergency scenes as needed
- Conduct EMA related lectures and education to first responders, public groups, schools and other organizations regarding emergency management
- Facilitate communication between agencies, emergency response personnel, medical care facilities, schools and others regarding emergency planning and services

**Human Resources Clerk; License Commission - Tuscaloosa, AL****January 2020 - January 2021**

- Key participant in researching new human resource software for Tuscaloosa County Personnel Department
- Created License Commission Employee Acknowledgement Booklet for staff which housed the Employee Handbook, statement of Policy, and Labor Posters
- Created the "Leave of Absence Request Form" related to Covid-19 and a Visitor Incident Report Form
- Created Smart Casual Dress Policy and collaborated with Wagner's Team Sports to design License Commission office logo attire for staff to purchase
- Participated in Talent Acquisition with the Records Department who needed temporary support

**Civil Division Clerk; Tuscaloosa Co. Sheriff's Office - Tuscaloosa, AL****February 2019 - January 2020**

Received legal documents and other correspondence for filing and recording, including warrants, restraining orders and criminal histories

- Received and processed applications for weapon permits
- Determined confidentiality of documents and provided agencies with various reports and information
- Processed all court paperwork from attorneys, private plaintiffs and district attorneys; checked paperwork for accuracy and prepares papers for service by deputies
- Answered telephones and assisted the public with their questions
- Opened mail and examined incoming court documents, prioritized by action and expiration date, and disseminate
- Analyzed service and prepared affidavits of service for court and entered into database
- Provided backup to other clerical positions

**License Clerk; License Commission - Tuscaloosa, AL****September 2018 - February 2019**

- Processed vehicle registration applications, which may involve verifying ownership documents, checked for any outstanding issues (e.g., unpaid fines or taxes), and ensured that the vehicle met safety and emissions requirements
- Processed various transactions, e.g., temporary tags, handicapped parking permits, title applications, etc.
- Provided assistance and information to customers who were seeking to register their vehicles or obtain license tags
- Issued license plates, decals, and stickers to customers once their vehicle registration was complete
- Maintained accurate and up-to-date records of vehicle registrations and license plate issuance, including customer information, vehicle details, and financial transactions
- Ensured that vehicles complied with state and local laws and regulations, such as safety inspections, and other requirements
- Handled customer disputes or issues related to vehicle registration and licensing in a professional and courteous manner.
- Accurately handled cash, checks, and credit card transactions for fee collection

**August 2005 - June 2018:** Relocated to Ankara, Turkey and Istanbul, Turkey due to spouse's job transfer from Alabama; volunteered with the local U.S. Department of Defense Education Activity (DoDEA) school.

**Assistant Manager; Enterprise Rent-A-Car -Irontdale, AL****March 2004 - August 2005**

- Responsible for employee satisfaction and retention, branch performance including branch profitability and sales, ESQI customer service score, and fleet growth
- Mentored, trained, developed, and managed staff, as well as, monitored and tracked sales for employees
- Handled conflicts rationally, fairly, and efficiently as well as utilized negotiation skills, sales techniques, and problem solving
- Assisted staff with exhibiting excellent customer service by meeting business and customer needs resulting in a branch ESQI (Enterprise Service Quality Index) customer service score of 93%
- Created and maintained new business relationships through marketing to local businesses by forming and maintaining strong relationships with clients
- Tracked inventory while managing and maintaining a profitable business
- Grew year-to-date customer service goal from target of 20% to actual of 45%

**Management Trainee; Enterprise Rent-A-Car, Hoover, AL****May 2003- March 2004**

- Received "Extra Mile Award" for going above and beyond the call of duty
- Among one (1) percent of new hires to pass the Management Trainee Assessment within six (6) months of hiring
- Chosen by the Regional Vice President for a one year mentorship due to ending the fiscal year in the top three (3) percent for Regional sales

## PROFESSIONAL LICENSES & CERTIFICATIONS

### Alabama Notary Public

Commission expires September 14, 2027

- Authorized Duties: Certify documents, administer oaths and affirmations, and perform civil marriage ceremonies

### Alabama Association of Emergency Managers

June 2023 - Current

- Advanced Level Certification

### International Association of Emergency Managers

August 2022 - Current

- Member-At-Large

## COMMITTEE APPOINTMENTS

### Tuscaloosa County Local Emergency Planning Committee

March 2021 - Current

- Assist in preparing for emergencies, particularly those concerning hazardous materials.'

### Tuscaloosa County VOAD's Long Term Recovery Committee

March 2021 - Current

- Help provide coordinated service to enable everyone in the community to recover.

## PRESENTATIONS

**Croom, T. (2022, October).** *What is Resilience?* [Conference Session]. University of Alabama's Division of Finance and Operations Conference, Tuscaloosa, AL, United States.

## RESEARCH INTERESTS

- **Disaster Preparedness and Response:** Investigating how social vulnerability factors affect a community's ability to prepare for and respond to natural disasters and other emergencies.
- **Migration and Displacement:** Examining the links between social vulnerability and forced migration, as well as the challenges and opportunities for displaced populations.
- **Public Policy and Social Vulnerability:** Evaluating the effectiveness of various public policies and programs aimed at reducing social vulnerability.

## ACCOMPLISHMENTS

**The William Averette Anderson Fund:** Selected as a Class of 2023 BAF Fellow

**Alabama Public Safety Leadership Academy:** Graduate of 2022 – 2023 Leadership Academy Class

**Junior League of Tuscaloosa:** Provisional member for the 2022-2023 year

**The Chamber of Commerce of West Alabama:** Graduate of 2021-2022 Class of Leadership Tuscaloosa

**Delta Sigma Theta Sorority, Inc., Tuscaloosa Alumnae Chapter**

Second Vice President for 2021-2023 biennium

Financial Projects Committee Team Co-Leader for 2021-2023

Recording Secretary for 2019-2021 biennium

Financial Projects Committee Team Leader for 2017-2019

## SCHOLARSHIPS RECEIVED IN DOCTORAL PROGRAM

**Alabama Association of Emergency Managers (AAEM)**  
Recipient of a \$1,500 AAEM Scholarship

**Southern Region of Delta Sigma Theta Sorority, Inc**  
Recipient of a \$2,000 Higher Heights Scholarship

**Institute for Diversity and Inclusion in Emergency Management (I-DIEM)**  
Recipient of the Lt. General Becton Jr. \$5,000 Scholarship

## FEMA/ DEPARTMENT OF HOMELAND SECURITY TRAINING

<u>Course Number</u>	<u>Course Description</u>
CISA	Active Shooter Preparedness
E0102	Science of Disaster
E0105	Public Information Basic
E0146	HSEEP – Homeland Security Exercise and Evaluation Program
ICS-100	Introduction to Incident Command System
ICS-200.c	Basic Incident Command System for Initial Response
ICS-201	Forms Used for the Development of the Incident Action Plan
ICS-300	Intermediate ICS for Expanding Incidents
ICS-400	Advanced ICS, Command and General Staff, Complex Incidents
ICS-700	National Incident Management System (NIMS), An Introduction
ICS-800.d	National Response Framework, An Introduction
IS-00005	An Introduction to Hazardous Materials
IS-00008	Building for the Earthquakes of Tomorrow
IS-00010	Animals in Disaster: Awareness and Preparedness
IS-00011	Animals in Disasters: Community Planning
IS-00015.b	Special Events Contingency Planning for Public Safety Agencies
IS-00026	Guide to Points of Distribution
IS-00029	Public Information Officer Awareness
IS-00030.b	Mitigation eGrants System for the Subgrant Applicant
IS-00061.b	The Homeland Security Geospatial Concept-of-Operations (GeoCONOPS) in Depth
IS-00075	Military Resources in Emergency Management
IS-00111	Livestock in Disasters
IS-00120	An Introduction to Exercises
IS-00130	Exercise Evaluation and Improvement Planning
IS-00212.b	Introduction to Unified Hazard Mitigation Assistance (HMA)
IS-00230.d	Fundamentals of Emergency Management
IS-00235.c	Emergency Planning

<b><u>Course Number</u></b>	<b><u>Course Description</u></b>
IS-00240.b	Leadership & Influence
IS-00241.b	Decision Making and Problem Solving
IS-00242.b	Effective Communication
IS-00247.b	Integrated Public Alert and Warning System (IPAWS)
IS-00251.a	Integrated Public Alert and Warning System Alerting Administrators
IS-00253.a	Overview of FEMA Environmental and Historic Preservation Review
IS-00271.a	Anticipating Hazardous Weather and Community Risk, 2nd Edition
IS-00279.a	Introduction to Retrofitting Flood-Prone Residential Buildings
IS-00288.a	The Role of Voluntary Agencies in Emergency Management
IS-00302	Modular Emergency Radiological Response Transportation Training
IS-00315.a	CERT and the Incident Command System (ICS)
IS-00360	Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
IS-00366.a	Planning for the Needs of Children in Disasters
IS-00393.b	Introduction to Hazard Mitigation
IS-00394.a	Protecting Your Home or Small Business from Disaster
IS-00403	Introduction to Individual Assistance (IA) (DF-103)
IS-00556	Damage Assessment for Public Works
IS-00558	Public Works and Disaster Recovery
IS-00559	Local Damage Assessment
IS-00632.a	Introduction to Debris Operations
IS-00660	Introduction to Public-Private Partnerships
IS-00703.b	NIMS Resource Management
IS-00706	NIMS Intrastate Mutual Aid
IS-00906	Basic Workplace Security Awareness
IS-01000	Public Assistance Program and Eligibility
IS-02200	Basic Emergency Operations Center Functions
IS-02900.a	National Disaster Recovery Framework (NDRF) Overview
IS-02901	Introduction to Community Lifelines
IS-244.b	Developing and Managing Volunteers
IS-362.a	Multi-Hazard Emergency Planning for Schools
K0103	Planning: Emergency Operations
K0705	Fundamentals of Grant Management
MGT 346	EOC O&P All-Hazards Events
MGT- 481	Disaster Recovery: A Strategic Overview of the Public Assistance Process
MGT-340	Crisis Leadership
Q0890	Introduction to Emergency Response to Terrorism