

DANA LANG

SUMMARY:

Experienced business advisor and grants manager with excellent writing, analytical, and presentation skills. Has secured tens of millions in grant funds for local government agencies and has assisted numerous small businesses to gain contract awards.

WORK EXPERIENCE:

Dana Lang & Associates – Consultant (June 2018 – Present). Work with small businesses to position them to become successful bidders/proposers for government or private agency contract opportunities. Provide grant writing services to government and nonprofit organizations.

San Francisco International Airport – Small Business Affairs Officer (June 2015 – June 2018). Assisted small businesses to obtain SFO contracts through outreach and education. Conducted monthly workshops at SFO on various topics (i.e., Certification, Access to Capital, Pathways to Concessions), and coordinated with local chambers and advocacy groups. Assisted in the certification of businesses as Airport Concession Disadvantaged Business Enterprises (ACDBEs) utilizing California Unified Certification Program (CUCP) standards.

San Francisco Police Department – Grants Unit Manager (2009 – 2015). Supervised all work of the SFPD Grants Unit to procure and manage approximately 20 federal and state grants annually. Coordinated interdepartmental agreements, MOUs, work orders, and vendor contracts. Supervised staff (a grants analyst and a grants accountant) to prepare progress reports, invoice funders, and purchase grant funded equipment and services. Coordinated funder site visits, and external/internal audits.

San Francisco Municipal Transportation Agency – Senior Administrative Analyst (2007 – 2009). Prepared homeland security grant applications and assisted with project management, budget preparation and procurement of safety and security equipment.

Metropolitan Transportation Commission (MTC) – Federal Grants Liaison (2000 – 2007). Served as primary contact to the Federal Transit Administration on behalf of 22 Bay Area transit agencies to expedite access to funding and resolve issues. Program Manager for Non-urbanized formula funds and Elderly and Disabled Transportation Program. Provided monthly status and legislative reports to MTC's Transit Finance Working Group.

City of Oakland, Oakland Base Reuse Authority – Management Analyst (1998 – 2000). Prepared project budgets, progress reports and federal and state grant applications. Managed grants, including procurement, reporting, invoicing, and coordination of audits and site visits.

City of Oakland, Mayor's Office – Policy Analyst (1996 – 1998). Attended meetings on behalf of Mayor Elihu Harris, analyzed issues to discuss with Mayor, and advised internal and external groups of mayor's positions on workforce development and military base reuse issues.

EDUCATION:

U.C. Berkeley Haas School of Business – Master’s Degree in Business Administration (MBA)
Wellesley College, Wellesley, MA – Bachelor’s Degree (Economics and English)

INTERESTS:

Conference of Minority Transportation Officials (COMTO) Norcal Chapter – Local chapter Board member since 2002, served as President, 2012 – 2016. Initiated scholarship program in 2003 and have served as scholarship Chair (5 years), then scholarship board member, awarding over \$250,000 to local minority college students. Continue to mentor several awardees as they initiate their careers.

Cal Berkeley African American Initiative Scholarship Program – Assist with spring scholarship interviews and welcome African American student awardees to campus (fall).

Wellesley College Class Alumnae Board, Treasurer (2018 –)

Tae Kwon Do – Pitts Martial Arts Academy – 2nd degree Black Belt, Nov. 2017; Current TKD Instructor