




## CONTACT

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## PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with a robust background in emergency crisis management and corporate communications, honed at Southern California Edison. Excelled in strategic planning, stakeholder management, and developing comprehensive safety protocols. Proven track record in enhancing organizational safety culture and building strong relationships, underpinned by adept training and mentoring skills.

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## SKILLS

- Crisis Management
- Emergency Response Coordination & Management
- Crisis Communication Planning and Execution
- Training and mentoring
- Presentations and public speaking
- Research abilities
- Client Engagement
- Strategic Planning
- Relationship Building
- Stakeholder Management
- Compliance requirements
- Teamwork and Collaboration
- Adaptability
- Policy & procedure improvements

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## LANGUAGES

- **Spanish**  
Bilingual  
Read, Write and Speak - Native

# PATTY TIMSON, MBA

## CORPORATE COMMUNICATIONS / CRISIS MANAGEMENT

### EXPERIENCE

#### **Emergency Crisis Advisor** Foothill Christian School 2019 - 05/24

- Served on a special task force as an advisor to the school principal for issues related to the school's safety and emergency planning.
- Leveraged experience from previous military, communications, and project management background, advised on and driven programs to improve the safety and security of the school, staff, teachers, and students.
- Worked with the task force to identify training and educational needs related to active shooter preparedness for teaching and administrative staff in the school.
  - All teaching and administrative staff have completed ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Civilian Active Shooter training and Emergency communication protocols, coordination and evacuation plans are in place.
  - Implement improved physical security at the school and preschool campuses (secure door locks / privacy screens on internal doors windows), and pepper spray for all teaching staff.
- Developed additional programs in the wake of the school shootings that have been prevalent in 2022 onwards:
  - Identification of additional physical security and deterrence options and created communication and training material for administrative staff, teachers, students, and parents.

#### **Student and Mother** Continuing Education June 2013 - Present

- Continued education, raising a burgeoning human being and endowing them with the tools to be successful in education and career.
- Completed several courses to enhance skills, knowledge, and keep up with the industry:
  - Harvard Business Review - Lead with Technology & Ai (April 2026)
  - University of Colorado Boulder - Principles of Public Relations (February 2023) and Working with the Media (May 2023)
  - University of Michigan - Leading people and teams Capstone (February 2023) and Leading teams (February 2023)
  - Macquarie University - Sydney, Australia - Leading Transformation: mangle change (August 2022)
  - University of Pittsburgh - Disaster Preparedness (May 2020)
  - Emory University - Communicating During Global Emergencies (May 2020)
  - Yale University - The Science of Well-being (May 2020)
  - University of Michigan - Influencing People (March 2017), Inspiring and Motivating Individuals (August 2016), Managing Talent (September 2016), and Successful Negotiations: Essential Strategies and Skills (August 2015)
  - University of California, Irvine - Work Smarter, Not Harder: Time Management for Personal and Professional Productivity (July 2016)

● **Corporate Communications Media Team / Issues & Crisis, Communication Specialist** - Southern California Edison - Rosemead, CA

02/2012 - 06/2013

- Implemented effective communication techniques, methodologies and plans to manage sensitive issues and crises for internal and external audiences while working effectively in a team environment with critical deadline pressure.
- Conducted needs assessments leading to the development of written and graphical materials to support audio, written and visual media communication including speeches, brochures, press releases, one-pager, whitepapers, fact sheets and talking points with minimal editorial oversight.
- Tracked & monitored current events to compile associated reports & communication strategies on issues that affect the company's reputation for managers and senior executives.
- Established relationships with key external contacts such as reporters, editors, public relations, and agency representatives, a vital piece to this position.
- Provided communications consulting services to department and division management as well as client organizations on sensitive communication issues.
- PROJECTS:
  - Space Shuttle, Endeavour relocation to the CA Science Center
    - Worked with operations, planning, and leadership to ensure robust communications plans were developed related to any impacts to the electrical system (outages, relocations, etc.)
    - Executed communication briefings with multiple communication channels (TV, radio, written, and online press companies) including media training of SCE executives.
    - Customer materials providing potential impacts and outages.
  - San Onofre Nuclear Generation Station (SONGS) issues and closure communications
    - Worked alongside the Nuclear Regulatory Commission (NRC) to develop key talking points for the Steam Generator Recovery Plan – Nuclear Safety
    - Designed Press releases and internal communication with intricate layouts of pressurized water reactors and steam generator layouts based on subject matter and technical experts.
    - Assisted with the completion of the Confirmatory Action Letter (CAL) actions and response submissions as well as the Augmented Inspection Team's additional requests.
    - Created media statements that SCE senior leadership, VP, and Chief Nuclear Officer (CNO) would present to the media.
    - Coordinated the flow of information to the Incident Management Team

● **Corporate Communications Special Projects, Administrative Assistant IV** - Southern California Edison – Rosemead, CA

- Provided executives and management teams with key monthly and daily reports and other information that required collation and analysis of data and other sources to produce the reports.
- Drafted reports on behalf of the Special Projects Manager including key UMC monthly report and developed project plans to track budget, deliverables, and timeframes.

- Managed and coordinated key internal communication media including '1- Pager's', fact sheets and talking points used to provide information to employees.
- Managed feedback from media outlets capturing improvement opportunities for future events.
- Lead safety activities as Corporate Communication Safety Team Leader
- Developed a comprehensive communication plan and strategy to reinforce key safety messages and improve departmental understanding of our safety culture. Developed various publications, and other work in this area that was shared company wide.
- PROJECTS:
  - Santa Barbara Smart Energy Community Forum
    - Organized and Supported SCE participation at the Santa Barbara Smart Energy community forum covering sensitive and somewhat controversial subjects, Managed the development and production of support material for the event, and Developed presentation material to communicate SCE's message to the audience along with relevant biographies of the panelists and supported audience facilitation.
  - Smart Grid media event (held at the Irwindale Energy Education Center)
    - Coordinated and interacted with external media outlets and personnel (newsprint, TV, and social media bloggers), managed the supply of support materials, managed access to the key SCE personnel at the event for the media, and followed up post-event to review press release dates, TV coverage, and blog timings/release dates.

● **Supply Management, Administrative Assistant III / Executive Assistant I -**  
Southern California Edison - Rosemead, US

- Provided administrative support to Senior Category Managers and Executives managing \$4 Billion of expenditure within SCE's Supply Management organization.
- Managed report and presentation collation and preparation including executive level meetings.
- Managed calendar and travel management for the management team maximizing efficiency and time utilization, training new hires, covering other team members' responsibilities.
- Facilitated clear communication within the category teams and senior management.
- Developed a clear understanding of procurement and Supply Chain Management principles to support work across relevant areas and help resolve supply chain issues through coordination with analysts, procurement agents, managers, and executives.
- Managed project functions including planning, tracking, monitoring, budgeting, and allocating resources.

● **Pharmacy Administration, Administrative Assistant III -** Kaiser Permanente - Baldwin Park, CA

● **Pharmacy Administration, Administrative Assistant I -** Kaiser Permanente - Bellflower, CA

● **United States Marine Corps (USMC), Key Volunteer Coordinator (KVC)**  
USMC - Camp Pendleton, CA



## EDUCATION

### **Master of Business Administration (M.B.A.)**

University of Phoenix

### **Bachelor of Science (B.S): Business Management**

University of Phoenix

### **Associate in Science (A.S.): Business Management & Administration**

Rio Hondo College

### **Project Management Practicum / Intro to Project Management**

University of California, Irvine



## CERTIFICATIONS

- AI for Business, Gemini, ChatGPT, & Claude Certifications
- Certificate of Business Management and Supervision – Rio Hondo
- Emergency Management Institute – FEMA Incident Command System Planr Section Chief
- Emergency Management Institute – ICS Scribe Training (FEMA / SoCal Ediso
- Emergency Management Institute – Incident Command System – (FEMA) ICS 100; ICS 200; ICS 300; ICS 700; ICS 800
- Department of Homeland Security – Incident Command System – (FEMA) IS 36; IS100; IS200; IS317a; IS360; IS362; IS366; IS904; IS906; IS907; IS914; IS
- Safety Leadership Training Course (SoCal Edison)
- AED/CPR/First Aid Training Course (SoCal Edison)
- Writing for the Web Workshop (Chris Barr, Yahoo! Editor)
- B2B Social Media Training Seminar (Schwartzman & Associates)
- Time and Stress Management (University of Phoenix)
- Administrative Professionals Seminar (SkillPath Seminar)



## VOLUNTEER EXPERIENCE

### **Rodeo, Committeeman-** Hoston Livestock Show & Rodeo – Houston, TX

01/26 - Present

- Facility Services Committee supervising 3<sup>rd</sup> party contractors and workers

### **Booster Club Board, Secretary** - Seven Lakes Junior High - Katy, TX

04/25 - Present

- Maintain meeting minutes for monthly board meetings and yearly budget meetings.

### **PTA - Room Parent** Foothill Christian School - Glendora. CA

08/19 - 05/24

- This position is competitive, and I was honored to get selected four years in row. Duties include managing committees, chaperoning fieldtrips, educatio activities, coordinating festivities such as rodeos, community outreach programs and law enforcement visits.

### **Outdoor Activities Coordinator** Girl Scouts / AHG - Glendora. CA

01/20 - 12/21

- Activities include speaking engagements, teaching young girls and staff bas survival skills and complex first aid & emergency response tasks.

