

BAYWORK SPOTLIGHT WOMEN IN TRADES



Dawn Benson

Executive Assistant II to the
Customer and Community Services Director

Dawn Benson, from EBMUD, was nominated by the members of BAYWORK for her commitment to service and passion for women in the trades.

Most recently, she hosted a learning session at the training buffet titled, **A Conversation with two EBMUD Executive Assistants on the Administrative Profession.**



With over 45 years of experience and 23 of them at EBMUD her responsibilities include supporting to the director and managers, with executive level support on board documents, customer correspondence, special projects, customer assistance, and business continuity. I manage the department budget and financial tracking, and staffing requests.

She is also working to bring same training to the BAYWORK and develop networks within EBMUD and BAYWORK administrative support together to provide tools, support and professional and technical trainings along with mentoring and career development.

Certifications and Skills:

Dawn holds many certifications in specialized training and continuing education. She has an extensive list of resources she can share for those interested in pursuing a similar career.

What interested you to pursue a career in the field?

"I enjoyed being part of the behind the scenes of the front lines of running a company – being involved in the many facets of a business and/or water agency's operation and success both as a team and individual. Making a difference in my community and world are important as we influence and learn from those in the past through the present. Being part of the solution!"

What is your primary philosophy about women in the trades?

"Women bring unique and empowering dimensions of harmony, knowledge and strength into the workplace. The skills, acumen and determination help to make the workplace more innovative and synergistic that leads to success."

If you can provide one piece of advice for women entering the field, what would it be?

"Find a mentor, be disciplined and practice."

To learn more about BAYWORK, or how to nominate a woman in trade or water, go to www.baywork.org