

**Clerk-Recorder Applications
as of
January 25, 2013**

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Contra
Costa
County

RECEIVED
For Office Use Only
Date Received:
JAN 25 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Byers (Last Name) Marisol (First Name) Esmeralda (Middle Name)

2. Address: 5304 Venus Drive, Fairfield, CA 94534
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (707) 784-8060 (Home No.) (707) 580-4590 (Work No.) (707) 580-4590 (Cell No.)

4. Email Address: mebyers@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Master of Public Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Golden Gate University	Public Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		4	Master	12/2010
B) University of Phoenix	Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		4	BS	12/2008
C) College of Marin	Business	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	6		AA	06/1997
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To <input type="text" value="11/2008"/> <input type="text" value="Present"/> Total: Yrs. Mos. <input type="text" value="4"/> <input type="text" value="3"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Deputy Registrar/Office Assistant III"/> Employer's Name and Address Solano County Public Health 275 Beck Avenue Fairfield, CA 94533</p>	<p>Duties Performed Participate in Community outreach and develop partnership with hospitals, mortuaries and other governmental agencies. Provide training to staff employees regarding the interpretation of birth and death regulations. Analyze, evaluate, recommend and implement operational improvement.</p>
<p>B) Dates (Month, Day, Year) From To <input type="text" value="10/2006"/> <input type="text" value="10/2008"/> Total: Yrs. Mos. <input type="text" value="2"/> <input type="text"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Senior Clerk Bilingual"/> Employer's Name and Address Marin County Mental Health 250 Bon Air Road Greenbrae, CA 94904</p>	<p>Duties Performed Complied fully with Health Insurance Portability and Accountability rules and requirements. Handled sensitive and complex administrative matters and responsible for examining documents, forms, and records of all patients for accuracy, completeness, and conformation to Marin County rules and regulations.</p>
<p>C) Dates (Month, Day, Year) From To <input type="text" value="08/2000"/> <input type="text" value="10/2006"/> Total: Yrs. Mos. <input type="text" value="6"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Executive Assistant/Treasury Assistant"/> Employer's Name and Address 4665 Business Center Drive Fairfield, CA 94533</p>	<p>Duties Performed Researched and compiled marketing reports and created Powerpoint presentations. Maintained financial spreadsheets. Compiled and prepared budget documents and budget reports.</p>
<p>D) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name:  Date: 11/25/2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-electon to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

Marisol Byers

1. Are you a United States citizen? Yes, I am.

2. Are you registered to vote? Yes, I am.

3. Are you a resident of Contra Costa County? No, I am not.

4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.

Deputy Registrar/Office Assistance III from 2008 – present with Solano County Public Health.

- Participate in community outreach and develop partnerships with hospitals, mortuaries, governmental agencies and other community agencies.
- Represent Vital Statistics and the Medical Marijuana programs at meetings with the State and other governmental agencies.
- Analyze, evaluate, recommend and implement operational improvements to increase program performance and efficiency.

Senior Clerk-Bilingual from 2006 – 2008 with County of Marin-Mental Health Unit.

- Complied fully with the Health Insurance Portability and Accountability Act (HIPAA) rules and requirements when handling clients' information and medical data.
- Communicated clearly, directly and in a professional manner and provided information accurately, completely and promptly.
- Provided exceptional writing, editing and grammar skills when translating documents for clients, doctors and management.

5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?

I have strong interpersonal skills. I am familiar with the public sector system. As a public servant, I believe my image is very important. I lead my life keeping in mind that I serve the public and my organization.

6. What have you done to familiarize yourself with the various codes, regulations, and practices that indicate how the Clerk/Recorder/Registrar of Voters Office operates? I have done extensive online research regarding the County Clerk position.

7. Are you prepared to seek re-election to this office in June, 2014? Yes, I am prepared.

8. Do you consider this job to be full time or part time? I considered the job to be full time.

9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

I am highly motivated to learn and take on new challenges. I possess strong interpersonal skills and I would like to get the opportunity to achieve every goal set for the county clerk position.

MARISOL BYERS

5304 Venus Drive – Fairfield, CA 94534

Cell - (707) 580-4590

mebyers@gmail.com

PROFILE

Results-oriented professional with corporate and governmental operations experience. Self-starter able to organize and solve problems in an efficient manner. Accustomed to meeting deadlines in a fast-paced environment. Proven ability to work effectively with multiple departments, senior management and executive administrators. Productive as a team member or working independently.

EDUCATION AND TRAINING

- Executive Master of Public Administration, 2010. Golden Gate University-San Francisco.
- Solano County Health and Social Services Mentoring Program, 2010. This program is offered to selective employees to enhance and promote leadership skills and sponsor career development.
- Bachelor's Degree in Business Management, 2009. University of Phoenix-Fairfield.
- Associate Degree in Business Administration, 1997. College of Marin-Greenbrae.
- Live Scan Operator Certified

SKILLS AND QUALIFICATIONS

- Proficient with Microsoft Office, Excel, Word, PowerPoint, and Outlook.
- 15 years of experience in customer service combined in a corporate and governmental organization
- 6 years of a lead role
- Bilingual-Spanish
- Toastmasters Member
- Member of the Quality Advisory Committee for Public Health and Family Health Services
- Medical Reserve Corps Volunteer

ACCOMPLISHMENTS

- Manage program evaluation for the vital statistics bureau and medical marijuana program to keep high performance standards.
- Developed and implemented new policies and procedures increasing office efficiency and productivity in the vital statistics bureau and the medical marijuana program.
- Annually assist and participate in community outreach activities such as the Public Health vaccination clinics offered in schools, shopping malls, movie theaters and several other locations throughout Solano County.
- Efficiently accomplished special projects assigned by the public health administrator.

PROFESSIONAL EXPERIENCE

Deputy Registrar/Office Assistance III
Solano County Public Health
275 Beck Ave., Fairfield, CA 94533

2008 - present

- Participate in community outreach and develop partnerships with hospitals, mortuaries, governmental agencies and other community agencies.
- Represent Vital Statistics and the Medical Marijuana programs at meetings with the State and other governmental agencies.
- Provide training to staff employees regarding the interpretation of birth and death state laws, regulations and guidelines.
- Provide guidance to staff on how to functionally use state and county forms, electronic documents, office equipment, and office supplies.
- Assist and guide staff with daily operational decisions.
- Analyze, evaluate, recommend and implement operational improvements to increase program performance and efficiency.
- Monitor and evaluate the vital statistics bureau and medical marijuana program periodically to achieve programs' goals and objectives.
- Evaluate daily demographic data on births, deaths, and fetal deaths which influence the analysis of social and economic purposes.
- Interpret and apply guidelines and policies of the medical marijuana program based on Senate Bill 420.
- Interpret and apply guidelines and policies on all medical information for birth, death, and fetal death records to comply with the California Department of Public Health guidelines and the California Vital Records Laws Manual.
- Monthly compilation and distribution of medical data which influence in the development, planning, operation and evaluation of public health and disease control program.
- Conduct periodic research of Vital Statistics services and functions in other counties in order to maintain practical and effective procedures.
- Process Live Scan documents and collect applicants' fingerprint images.
- Prepare reports and correspondence for internal and external customers.
- Maintain financial reports. Receive and process daily payments. Reconcile cash register daily.
- Coordinate and accomplish special administrative projects in the Public Health Laboratory, Emergency Medical Services, Family Health Services, and the Public Health Dental Clinic.

- Network with forethought and mediate with high profile businesses such as funeral homes and hospitals.

Senior Clerk-Bilingual

2006 - 2008

County of Marin-Mental Health Unit
250 Bon Air Rd, Greenbrae, CA 94904

- Complied fully with the Health Insurance Portability and Accountability Act (HIPAA) rules and requirements when handling clients' information and medical data.
- Communicated clearly, directly and in a professional manner and provided information accurately, completely and promptly.
- Provided exceptional writing, editing and grammar skills when translating documents for clients, doctors and management.
- Provided interpretation for doctors and clients with accuracy, completeness and impartiality to discuss sensitive and personal matters during clients' appointments to facilitate clients' treatment.
- Performed administrative support work and lead the work of junior clerks.
- Handled sensitive and complex administrative matters and was responsible for examining documents, forms, and records of all patients for accuracy, completeness, and conformation to Marin County rules and regulations.

Executive Assistant/Treasury Assistant/Corporate Receptionist

2000 - 2006

Copart Inc. Salvage vehicle auction provider with over \$528 million in revenues
4665 Business Center Drive, Fairfield Ca 94534

- Researched and compiled marketing reports and created PowerPoint presentations.
- Arranged billing invoices and prepared reimbursement expenses.
- Compiled and prepared budget documents and budget reports.
- Researched costs of office supplies and costs of other office activity needs.
- Maintained financial spreadsheets.
- Coordinated and organized travel and lodging arrangements for the Vice President and senior management.
- Provided administrative support to Sr. VP of Motors Auction Group Inc, a division of Copart, Inc.

Golden Gate University

The Trustees of the University on the recommendation of the Faculty
and by virtue of the authority vested in them
have conferred upon

Arthur E. Rogers
the degree of

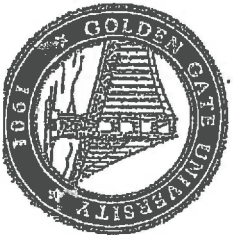
Master
of

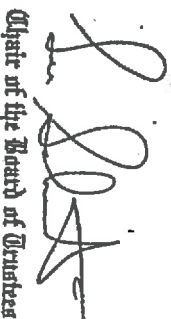
Public Administration

with all the rights, privileges and honors pertaining to that degree.

Given at San Francisco, in the State of California,
this eighteenth day of December, two thousand and ten.


President of the University




Officer of the Board of Trustees



Contra
Costa
County

RECEIVED
 For Office Use Only
 Date Received: JAN 13 2013
 CLERK BOARD OF SUPERVISORS
 CONTRA COSTA CO.

For Reviewers Use Only:
 Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
 CLERK OF THE BOARD
 651 Pine Street, Rm. 106
 Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
 PLEASE TYPE OR PRINT IN INK

1. **Name:** Canciamilla Joseph E.
 (Last Name) (First Name) (Middle Name)

2. **Address:** 4253 Inverness Drive Pittsburg Calif. 94565
 (No.) (Street) (Apt) (City) (State) (Zip Code)

3. **Phones:** 925-439-1778 925-432-2114 925-351-3081
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** joecanciamilla@gmail.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Juris Doctor

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) John F. Kennedy University	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			J.D.	1986
B) St Mary's College	Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	1982
C) 		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: 	Course Studied 	Hours Completed 	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To 12/1/1986 Present Total: Yrs. Mos. 25 2 Hrs. per week <input type="checkbox"/> F/T . Volunteer <input type="checkbox"/></p>	<p>Title Attorney Employer's Name and Address Self-Employed</p>	<p>Duties Performed Maintaining a private law practice focusing primarily on strategic/legal/political consulting.</p>
<p>B) Dates (Month, Day, Year) From To 7/1/1992 Present Total: Yrs. Mos. 19 6 Hrs. per week <input type="checkbox"/> F/T . Volunteer <input type="checkbox"/></p>	<p>Title Co-Owner Employer's Name and Address Pittsburg Funeral Chapel 2295 Railroad Avenue Pittsburg, CA. 94565</p>	<p>Duties Performed All duties associated with the operation of a family-owned full service funeral chapel.</p>
<p>C) Dates (Month, Day, Year) From To 12/5/2000 12/1/2006 Total: Yrs. Mos. 6 0 Hrs. per week <input type="checkbox"/> F/T . Volunteer <input type="checkbox"/></p>	<p>Title Member, California State Assembly Employer's Name and Address Assembly Rules Committee State Capitol Sacramento, CA. 94513</p>	<p>Duties Performed All duties associated with serving as a member of the State Legislature including the management of committees, Capitol and District offices.</p>
<p>D) Dates (Month, Day, Year) From To 12/1/1996 12/1/2000 Total: Yrs. Mos. 4 0 Hrs. per week <input type="checkbox"/> F/T . Volunteer <input type="checkbox"/></p>	<p>Title Contra Costa County Supervisor, Dist. V Employer's Name and Address Contra Costa County 651 Pine Street Martinez, CA. 04553</p>	<p>Duties Performed All Duties associated with service on the Contra Costa County Board of Supervisors including a variety of committee assignments.</p>

THIS FORM IS A PUBLIC DOCUMENT

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: *Joseph E. Sami* Date: *January 21, 2013*

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-electon to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

THIS FORM IS A PUBLIC DOCUMENT

SUPPLEMENTAL QUESTIONNAIRE (Joseph Canciamilla)

1. Are you a United States citizen?

Yes.

2. Are you registered to vote?

Yes, in fact, I was the youngest person in the Country elected to office – to the Pittsburg School Board at age 17.

3. Are you a resident of Contra Costa County?

Yes, I was born here and have been a resident of this County my whole life.

4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.

I have served in nearly every local office – as a school board member, a city councilmember, a County supervisor and as Contra Costa County's representative in the California State Assembly. I have also had the honor of serving on: LAFCO, Delta Diablo Sanitation District 7-A Board, CCTA, Bay Area Air Quality Management District Board among others. I am the co-owner of Pittsburg Funeral Chapel, a family owned and operated business since 1938, as well as an attorney with a private practice.

SEE ATTACHED RESUME FOR DETAILS.

5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?

I have many strengths that would be of benefit to the County and to the residents of Contra Costa County: As an attorney and also as an elected official in this County for 34 years, I am particularly familiar with election law and will have a short learning curve adapting to the laws and procedures necessary to be an effective Clerk Recorder. I have managed private sector businesses as well as those in the public sector. I have experience bringing diverse groups and people together to solve problems, even under the most partisan conditions. In whatever position I take on, I enjoy working with people and taking on leadership positions – which I would do if entrusted to be selected the next Clerk Recorder. Above all, I am a statesperson who would represent Contra Costa County with professionalism and a keen sense of detail toward providing excellent service to our community.

One weakness, while I am sure there are others, is that I oftentimes have difficulty delegating important decisions to others. This is something I continue to work on. I do find that developing a strong and trusted working team helps with this challenge and if selected for the job, I would plan on developing an effective team whose goal is to serve.

The timing for me is a good one. Steve Weir has done an amazing job as Clerk Recorder, also becoming a statewide leader in his field. Taking over for Steve would be an honor and would allow me the opportunity to return to public service, where I have gratefully spent most of my adult career. It will also allow me to make the most of my experience and knowledge of local, regional and statewide systems. If selected, I would want to take time to learn the existing culture, identify strengths and weaknesses, and engage staff, opinion leaders, residents and the Board to gain the data necessary to move forward with any changes, if necessary.

6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?

My experience as a real-estate licensee, notary, attorney, funeral director, and elected official at a variety of levels has given me the opportunity to become, and remain familiar with many of the rules and regulations that govern the Clerk Recorder's Office. I have met with Steve to discuss his perspective on the office and reviewed many of the reports prepared by his office as well as others including the Civil Grand Jury. In addition, I had the opportunity during my service in the Legislature to research, draft and introduce legislation on a number of issues involving election laws/procedures, including one that would have converted the office of Secretary of State into a non-partisan position; this effort, in particular, required research into the operation and conduct of Elections/Registrar Offices.

7. Are you prepared to seek re-election to this office in June, 2014?

Yes, I am fully prepared to seek re-election and am familiar with the nuts and bolts of running a successful campaign. I have formed a campaign committee for this purpose, which also houses the necessary funds for running a county-wide campaign for Clerk Recorder.

8. Do you consider this job to be full time or part time?

If selected for this position, I will dedicate my full-time attention to serving Contra Costa County as Clerk/Recorder/Registrar.

9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

SEE ATTACHED RESUME.

RESUME

JOSEPH E. CANCIAMILLA

CONTACT INFORMATION:

Co-Owner:
Pittsburg Funeral Chapel
2295 Railroad Avenue
Pittsburg, Calif. 94565
925-432-2114

4253 Inverness Drive
Pittsburg, CA 94565
Phone: (925) 439-1778
Cell: (925) 351-3081
hwjoecan@gmail.com

ACADEMIC QUALIFICATIONS—EDUCATION:

J.D.	John F. Kennedy University Law	1986
B.A.	St. Mary's College Management	1982

LICENSES & CERTIFICATES HELD:

- Member, State Bar of California
- California State Funeral Director License

EMPLOYMENT/EXPERIENCE (including Elected positions)

- Attorney at Law, Self Employed
- Co-Owner, Pittsburg Funeral Chapel, Inc., 1992 - Present
- Member, California State Assembly 2000 - 2006
- Member, Contra Costa County Board of Supervisors 1996 - 2000
- Attorney, Sanders, Dodson, Rives & Canciamilla 1990-1996
- Attorney, Groff & Johnson 1986 - 1990
- Member, Pittsburg City Council 1987-1996
- Member, Pittsburg Unified School District Board of Education 1973-1987
- Real Estate Licensee 1978-1982
- Pittsburg Funeral Chapel, 1973 - 1986

SIGNIFICANT RESPONSIBILITIES/PROFESSIONALSKILLS

Attorney: Providing legal/strategic guidance to small/medium businesses and their relationships with local and regional government agencies.

Pittsburg Funeral Chapel: A wide variety of services included with the operation of a family owned business including but not limited to counseling and assisting families, interfacing with agencies including social services, law enforcement, foreign consulates and religious organizations. Handling physical plant operations, maintenance as well as providing staff support and training. Instituted the use of computerized record keeping, data entry and support and website operations.

State Assembly: Chaired: Water, Parks and Wildlife, Acting Chair, Veterans Services, Select Committee on the Protection of Inland Waterways, Select Committee on Growth and Infrastructure, Select Committee on Natural Gas Pricing and Availability, Managed committee staffs as well as those in Sacramento office and district offices. Committee memberships included: Aging and Long Term Care, Budget, Budget subcommittees on Resources and Education, Jobs Economic Development and the Economy, Arts, Entertainment and the Internet, Utilities and Commerce, Governmental Organization, Local Government, Agriculture, Public Employees Retirement and Social Security, Revenue and Taxation.

Served as a convener of the Assembly Moderate Caucus; co-founded The Bi-Partisan Group which included members of both parties working to reduce the partisan gridlock and formulate real solutions to the State's problems. Co-authored a series of papers on bi-partisan problem solving, as well as an alternative State Budget that would have worked toward resolving the State's long term financial deficits and balanced the budget.

Authored and had signed into law legislation including those that eliminated the use of "roving JPA's" such as the one used to fund the Roddy Ranch project in Antioch resulting in serious losses to small unsuspecting investors, raised the small claims court limit to \$7,500, and returned control of the Pittsburg waterfront lands to the City.

Was a member of Speaker Hertzberg's leadership team and assisted with candidate recruitment, fundraising and training. During the California Energy Crisis was the lead on all issues relating to the Legislative response on Natural Gas Issues.

As a member of Speaker Wesson's leadership team, served as a budget negotiator/liaison to the Republican Leadership.

Contra Costa Board of Supervisors: Represented the County on: LAFCO, Delta Diablo District 7-A, BAAQMD, CSAC Urban County Caucus, CSAC Executive Committee, CCTA, Transplan, ECRFFA and the Airport Advisory Board. Co-authored the Urban Limit Line efforts along with Supervisor Donna Gerber, Co-authored and negotiated support for the Industrial Safety Ordinance update. Negotiated agreements that led to the construction of the Pittsburg Health Center, The Antioch Transitional Housing Project, and Antioch Historical Society on the site of the old Riverview Fire HQ.

Pittsburg City Council: Mayor, Two Terms. Key accomplishments include; Negotiating a number of tax sharing agreements resulting in the ability of the City Redevelopment Agency to increase its capitalization. Led the effort to create the Pittsburg Power Company which included negotiating with other local cities and agencies, meeting in Washington with representatives of the Federal Energy Regulatory Commission, Department of Defense and the White House.

GROUP WORK WITH VARIOUS STAKEHOLDERS-- COMMUNICATION, COMMUNITY RELATIONS

- Worked consciously to develop credibility with local press
- Authored/co-authored numerous articles on Government Reform
- Speaker, Presenter, Panelist at over 40 conferences, meetings and seminars including The Panetta Institute, Hoover Institution at Stanford, USC School of Public Policy
- Assisted as a trainer for new Legislators, prospective candidates and for groups from the League of California Cities California School Boards Association, Calif. State Association of Counties, the Walnut Creek and Delta Leadership trainings and the CCC Civil Grand Jury
- Participated in delegations to: Australia, New Zealand, Europe and Asia
- Member, Board of Directors – Save Mt. Diablo, Life-Member N.A.A.C.P.
- Volunteer for local civic activities

REFERENCES

Mr. Phil Batchelor, Administrator, (ret), Contra Costa County

Hon. Joe Nation, Professor Stanford University, Former Calif. State Assemblymember

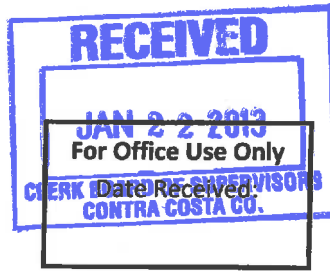
Hon. Herb Wesson, President Los Angeles City Council, Former Assembly Speaker

Hon. Mary Erbez, Former Pittsburg City Clerk, Councilmember and Mayor

Mr. Michael Vukelich, Co-Founder Color Spot Nurseries



Contra
Costa
County



For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: David (Last Name), Betty (First Name), (Middle Name)

2. Address: 1079 Mohr Ln (No.), (Street), #D14 (Apt.), Concord (City), CA (State), 94518 (Zip Code)

3. Phones: 925-322-7374 (Home No.), (Work No.), 925-349-6964 (Cell No.)

4. Email Address: betty@thedavids.org

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To <input type="text" value="04/26/12"/> <input type="text" value="10/24/2012"/> Total: Yrs. Mos. <input type="text"/> <input type="text" value="6"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title Client Service Specialist</p> <p>Employer's Name and Address Ameriprise Financial Inc. 1320 Willow Pass Rd, Suite 710 Concord, CA 94520</p>	<p>Duties Performed Coordinate meetings and managing calendar/ Scheduling appointments. Managing reports on monthly basis/ client Birthdays and Group Service Frequency. Creating Deliverables once the Trades have been done. Submission of all New Business/ Client data update. Marketing and Events.</p>
<p>B) Dates (Month, Day, Year) From To <input type="text" value="01/31/2011"/> <input type="text" value="11/12/2011"/> Total: Yrs. Mos. <input type="text"/> <input type="text" value="10"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title Customer Service/ Sales</p> <p>Employer's Name and Address Bank of America 1655 Grant St, suite 5 Concord, CA 94520</p>	<p>Duties Performed Provides customer solutions to moderately complex or escalated issues by providing seamless delivery of service. Handle over 120 calls per day in busy hybrid inbound/ outbound call center for the bank's Customer Care center. Insure that over 80 calls leads and new accounts are inputted accurately and quickly.</p>
<p>C) Dates (Month, Day, Year) From To <input type="text" value="10/27/2007"/> <input type="text" value="09/20/2009"/> Total: Yrs. Mos. <input type="text" value="1"/> <input type="text" value="11"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title Administrative Assistant</p> <p>Employer's Name and Address American Administrative Group 101 Montgomery St. Suite 700 San Francisco, CA 94102</p>	<p>Duties Performed Coordinate and monitor daily operations of assigned clients. Eligibility and maintenance for over 1000 employees/ Bookkeeping and Ledger maintenance. Account reconciliation and cash posting. Location billing and invoicing, AP/ AR. COBRA administration and bank reconciliation.</p>
<p>D) Dates (Month, Day, Year) From To <input type="text" value="03/19/2004"/> <input type="text" value="10/24/2007"/> Total: Yrs. Mos. <input type="text" value="3"/> <input type="text" value="7"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title Personal Banker I/ Loan & Service</p> <p>Employer's Name and Address Wells Fargo Bank, NA 80 Moraga Way Orinda, CA 94565</p>	<p>Duties Performed Responsible for responding to written and phone inquiries from customers, title companies and bank personnel pertaining to loan servicing including tax payment research. Loan modification and loan assumptions. Conducting periodic audits of files; lien priority and loan disbursements. Sold banking products to existing and prospective customers and managed.</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

COUNTY CLERK-RECORDER APPLICATION

Supplemental Questionnaire

1. Are you a United States citizen? **No/ I am a Permanent Resident**

2. Are you registered to vote? **No**

3. Are you a resident of Contra Costa County? **Yes**

4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.

- **Wells Fargo Bank/ Personal Banker/ 40k /3 years**

During this time of my career, I was able to change lives as I interacted with public on daily basis. I helped open new checking accounts, provided customer service which excelled the highest level of excellence. I was rewarded for my achievements by being recognized in the company newsletter on quarterly bases as one of the top producers, as well as maintaining professional relationship with my team members at all time. I was not only able to produce for the bank but I was able to earn the trust of all the new customers who became loyal to the bank and referred their families and friends to me. I feel that I will use the skills I have developed during the time at the bank by providing excellent customer service which will exceed the expectation of our county and the expectations of a public service provider.

- **Ameriprise Financial Inc./ Client Service Specialist/ 6 Months/ 41k**

During this time I had the opportunity to work for a Private Wealth Manager/ Financial Advisor. The clients I had to manage had all over a million dollars invested with our company; therefore the needs were challenging and complex at times. I was able to excel in providing excellent customer service and building a trusting relationship with each client, and gaining their trust in such short period of time. I was in charge of making appointments, sending birthday cards and acknowledge other important events in their lives. It gives me a great satisfaction when I am able to help others accomplish their goals and dreams by simply doing my job and proving great customer service.

5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?

- I believe my biggest strengths are as follows:
 - ❖ Punctual
 - ❖ Persistent
 - ❖ Loyal
 - ❖ Analytical
 - ❖ Organized

I feel that the above mentioned strengths make me a very strong candidate, as I will always be punctual and persistent in providing excellent public service. I will also be loyal to my team and the

dedication to my duties. My analytical skills will provide the highest quality of service as I will avoid mistakes by eliminating errors in any given projects. My highly organized method of record keeping and managing time will help succeed in meeting any deadlines.

- My weaknesses are as follows:
 - ❖ Emotional attachment
 - ❖ Sensitive

This has been challenging for me at times as I tend to get emotionally attached to my job and bring a load at home. I am constantly thinking of ways to improve and create innovative ways to help meet the deadlines of projects and other business needs.

I feel I get very sensitive and empathize with the public and try to go above and beyond the call of duty at times, which might not be suitable for all job types.

I recognize my weakness and feel that depending on your daily duties and expectation of your job, the change should be implemented immediately.

6. What have you done to familiarize yourself with the various codes, regulations, and practices that indicate how the Clerk/Recorder/Registrar of Voters Office operates?

- I have visited the website www.cocovote.us. I have reviewed the page and all the important announcements available for the public.

7. Are you prepared to seek re-election to this office in June, 2014? **Yes**

8. Do you consider this job to be full time or part time? **Full Time**

9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

- I have managed business relation and special projects while being the primary point of contact between management, team members, personnel, clients and vendors. I have excellent written and oral communication skills as well as problem resolution abilities. I am proficient in Microsoft Office 2007 (Excel, Word, PowerPoint and Outlook) Accounts Payable and Receivable. In addition, having natural interpersonal and communication abilities, I have always interacted with my fellow team members and management to search for creative approaches and innovative solutions. In short, I can manage the office without supervision. As an Executive Assistant to the Managing Director and COO, at my previous employment, I have provided comprehensive administrative and support, managing calendars, travel and meetings, as well as demonstrated effective communication and interpersonal skills working with individuals of varying levels and functions throughout the firm. Coordinated several company events; answer multi-lines phone, juggle multiple tasks effectively and maintain confidentiality with highly sensitive materials and matters.
- My business skills, penchant for details, and general aptitude have all served to help make me above-average. My approach to my work goes beyond my job description, as I am always looking for ways to improve efficiency and reduce costs. I am adept at negotiating with vendors and contractors, and my technical skills allow me to develop improvements to business and data management processes. In addition, I am recognized for my ability to communicate with clients, team members, and management.

BETTY DAVID

Executive Assistant/ Office Manager

(925) 322-7374
Betty@thedavids.org

1079 Mohr Ln #D14
Concord, CA 94518

PROFILE

Demonstrative background as an Executive Assistant to the COO and the Managing Director of Esco, Hanan and Associates, with Ameriprise Financial Services. Administrative Assistant in health care, banking and retail segments, with companies such as American Administrative Group, Wells Fargo Bank and Bank of America. Supported environments with teams that ranged in size from five to thirty members. Managed business relations and special projects. Served as a primary point of contact between management, team members, personnel, clients and vendors. Have excellent written and oral communication skills as well as problem resolution abilities.

CORE STRENGTHS

- Selling Banking Products
- Loan processing / Signing
- Federal lending regulations
- Accounts Payable/ Receivable
- Processing underwriting/ Closing
- Expense reports/reconciliation
- Data entry/ Managing Calendar for Executives
- Ten-key Touch

WORK EXPERIENCE

AMERIPRISE FINANCIAL SERVICES, INC, Concord, CA
Client Service Specialist

April 2012- Oct 2012

Responsible for assisting the COO and the Managing Director with the following:

- Coordinate meetings and managing calendar/ Scheduling appointments.
- Managing reports on monthly basis/ client Birthdays and Group Service Frequency.
- Creating Deliverables once the Trades have been done.
- Submission of all New Business/ Client data update in Contact Manager and Client Viewer.
- Marketing and Events
- Spear headed special project with CPA Alliance Program for the practice.
- Created a SWAT TEAM program single handedly, created a manual for the team.
- Generated New Business for the entire practice by making Cold Calls to the local CPAs.
- Instrumental during the Team Meetings on weekly basis by taking notes and sending to the team via email.

BANK OF AMERICA, Concord, CA
Customer Service & Sales Tier I

Jan 2011 - Nov 2011

- Provides customer solutions to moderately complex or escalated issues by providing seamless delivery of service.

- Handle over 120 calls per day in busy hybrid inbound/ outbound call center for the bank's Customer Care center.
- Insure that over 80 calls leads and new accounts are inputted accurately and quickly.
- Present product offerings in the best light to prospects and customers to be able to evoke confidence in the Bank.
- Achieve sales metrics and performance goals.
- Develops, maintains and revises filing and record systems requiring knowledge of technical and program information.

AMERICAN ADMINISTRATIVE GROUP, San Francisco, CA
Benefits Administrator

2007 - 2009

- Coordinate and monitor daily operations of assigned clients
- Eligibility and maintenance for over 1000 employees
- Bookkeeping and Ledger maintenance
- Account reconciliation and cash posting
- Location billing and invoicing, AP/ AR
- COBRA administration and bank reconciliation
- Eligibility verification

WELLS FARGO BANK, Concord, CA
COMMERCIAL MORTGAGE
Personal Banker I
Loan & Servicing Specialists III

2004 - 2007

- Responsible for responding to written and phone inquiries from customers, title companies and bank personnel pertaining to loan servicing including tax payment research.
- Loan modification and loan assumptions
- Conducting periodic audits of files; lien priority and loan disbursements.
- Sold banking products to existing and prospective customers, managed customer portfolios, service relationship and cross-sold products.
- Tax team production tasks accounts payable and receivable.

CIRCUIT CITY STORES INC., San Francisco, CA
Operations Associate

1998 - 2004

- Supervising closings procedures for a 24 million dollar company
- Reconciled and audited inventory on a daily basis
- Reviewed new hire applications and interviewing
- Actively presented solutions for various customer issues
- Facilitated training materials and special time sensitive projects for current and new management team
- Planned inventory, meetings and other special events for the store

EDUCATION

GALILEO HIGH SCHOOL, San Francisco, CA

SKILLS- Windows 7 and Microsoft Office 2007 (Word, Excel, PowerPoint, Access, Outlook), Internet (MS Explorer 9, Firefox)

**CERTIFICATES AND
 QUALIFICATIONS**

Highest Workflow Accuracy -Wells Fargo Bank 2007 **Service Excellence** - Bank of America,

Customer Delight - April, May, June, July and August 2011



Contra
Costa
County

RECEIVED
JAN 24 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

Print Form

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Edmondson Shalon Honee
(Last Name) (First Name) (Middle Name)

2. Address: 1811 Nephi Drive Fairfield, CA 94534
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 707-718-8042
(Home No.) (Work No.) (Cell No.)

4. Email Address: shalon.edmondson@yahoo.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved some college

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Maric College	Drafting & Design	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	30			
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">12/12</div> <div style="border: 1px solid black; padding: 2px;">present</div> </div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; text-align: center;">1</div> </div> Hrs. per week 13 . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Assistant Manager</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Solano Storage Center 350 Travis Blvd. Fairfield, CA 94533</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Customer service, contracts/lease agreements, collection calls, sales and showing of storage units, A/R bookkeeping, reports, daily banking duties.</div>
<p>B) Dates (Month, Day, Year) From To <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">06/2011</div> <div style="border: 1px solid black; padding: 2px;">10/2012</div> </div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; text-align: center;">1</div> <div style="border: 1px solid black; width: 20px; text-align: center;">4</div> </div> Hrs. per week 15 . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Legal Administrative Assistant</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Maureen Parke Webb 3748 Doral Drive Fairfield, CA 94533</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Administrative clerical duties for a busy Legal Documents Clerk including but not limited to preparation of divorce, child and spousal support documents, living trusts, wills, general civil litigations, conservatorships, guardianships, direct communication with court clerks and officials, county recorders, general support for varied practice.</div>
<p>C) Dates (Month, Day, Year) From To <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">11/2010</div> <div style="border: 1px solid black; padding: 2px;">06/2011</div> </div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; text-align: center;">7</div> </div> Hrs. per week . Volunteer <input checked="" type="checkbox"/> </p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Administrative</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Liberty Christian Center 1550 Webster Street Fairfield, CA 94533</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Administrative and clerical duties in preparation for services, mission trips, special ministry documents, special holiday or event preparation.</div>
<p>D) Dates (Month, Day, Year) From To <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">01/2007</div> <div style="border: 1px solid black; padding: 2px;">08/2010</div> </div> Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; text-align: center;">3</div> <div style="border: 1px solid black; width: 20px; text-align: center;">8</div> </div> Hrs. per week 40 . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Superior Court Rep</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Solano Superior Court GC Services 600 Union Ave Suite 200 Fairfield, CA 94533</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Processed legal documents & records for court on established legal procedure, examined documents and files for completeness, conformity and validity, posting & vacating motions, trials, hearings and other proceedings to calendaring system, collection of fines and fees ordered by judge, preparation of writs, orders, warrants, subpoenas, notices and abstracts.</div>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name:  Date: 1/23/13

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

Shalon Honee Edmondson

Contra Costa County Recorder

Supplemental Questionnaire Answers

1. I am a US Citizen.
2. I was previously registered to vote and was unaware that when I moved from my previous address that I would have to re-register. I have re-registered and I am a registered voter again.
3. I am not a resident of Contra Costa County but I am trying to find a position in Contra Costa because I would like to relocate to the area.
4. I believe my extensive experience working in the legal field in Solano County has well prepared me for this position. I was recognized there, for my dedication and hard work. I also understood the importance of following and enforcing strict guidelines in procedures and paying close attention to details when recording documents. Prior to working in the legal field in Solano County I maintained a position as a compliance coordinator in Napa for a division of John Hancock. I prided myself on my ability to coordinate the continued education of all our registered representatives in a timely manner while enforcing NASD guidelines and procedures. My positions have instilled client/customer confidentiality as a high priority in my work ethics.
5. My strengths are that I take pride in my work. I choose to complete each task handed to me to the best of my abilities. No task is too big or too small; I believe it is a reflection of my work and capabilities. I must do my best at all times. I am known as the reliable employee who comes through when my fellow co-workers are ill, falling behind or just simply need help.

I feel I would be a great asset because I am a hard working, reliable team player. Every organization I have ever worked with can attest to that. I understand the importance of working together to achieve our goals as a department/division.

A weakness I have is not knowing when to say no or speak up when delegated more duties aside from my already work load. I don't like to let people down and I always feel like I can push through because I love challenges but sometimes I tend to take on more than humanly possible because of prioritizing. I continue to work on a solution with this weakness.
6. In all honesty as of right now all I have is my personal knowledge from experiences I have encountered with working with County Recorders in my previous positions and life experiences. But I believe with my background and ability to learn at a quick pace I would become familiar with many of the codes, regulations and practices in a timely manner.
7. Yes, I feel an election process for your office is fair and just.
8. I would consider this job to be a full time position.
9. Aside from my previous employment and work experience. My family and friends are a big influence on my life and how I choose to live. I am surrounded by law enforcement, military, legal, and people of positions with nonprofit organizations. I support community activities and volunteer for many outreach programs. I believe in the building of a strong community. To work in a position that can help build that would be an honor.

1811 Nephi Drive
Fairfield, CA 94534
707-718-8042
shalon.edmondson@yahoo.com

Shalon Honee Edmondson

Objective

To excel with a company that offers a wide range of opportunities, one that will allow me to utilize my knowledge, learn and grow with them.

Experience

2011 - October 2012 Webb Enterprises Fairfield, CA
Legal Secretary/Administrative Assistant

- Administrative clerical duties for a busy Legal Documents Assistant including but not limited to preparation of divorce and child and spousal support documents, living trusts, wills, general civil litigation and conservatorships/guardianships
- Direct communication with court clerks, officials and County recorder
- In person preparation of correspondence
- File maintenance and general support for varied practice

2007 - 2010 Superior Court of Ca/GC Services Fairfield, CA
Superior Court Representative

- Process legal documents & records for court based on established legal procedure
- Examined documents and files for completeness, conformity & validity
- Assisted customers by phone or at the front counter
- Entering and retrieved computerized data
- Compiling information and prepared forms, reports, correspondence, and legal documents related to assignments
- Prepared a variety of documents such as warrants, writs, orders, subpoenas, notices, abstracts
- Computing, receiving, classifying, explaining, and posting fees and or fine, issuing receipts, and balancing cash drawers
- Posting and vacating motions, trials, hearings, and other proceedings to calendaring system

2004 - 2006 Essex National Securities, Inc. Napa, CA
Compliance Coordinator

- Enforcing compliance procedures under NASD guidelines
- Assist in development of compliance & supervisory procedures
- Advertising, Fines, Marketing, Complaints & Heightened Supervision
- Certified Notary Public, annual certification & CE of registered reps.
- Event planning and coordination for company, graphic design & layouts

2001 - 2002 West America Bacorp. Fairfield, CA
Loan Processor II / SBA Desk

- Maintained over 240 SBA and Construction accounts in its entirety
- Follow up & filing insurance documents on business & mortgage loans
- Re amortized loans, payoffs, wires, and SBA reportings

2000 - 2001 S & S Supplies Fairfield, CA
Customer Service

- Customer Service over phone, data entry, order processing
- Inventory, marketing, buying, sales promotions in a where house
- Scheduling of delivery routes and appointments

2000 - 2001 wine.com Napa, CA
Customer Service/Order Processing

- Customer Service over phone, data entry, order processing, sales
- Assisted customer in placing orders & navigate on our website
- Credit specialist

1998 - 1999 Providian Financial. Fairfield, CA
CSR / Member Product Retention Specialist

- Customer service in call center environment w/superior call monitoring
- Suggestive sales, account information, credit advice, product retention
- Excellent retention skills exceeding dept. goals

1996 - 1998 Bank of America. Pleasant Hill, CA
Banker on Call / CSR

- Customer service in call center environment w/superior call monitoring
- Wires, transfer of funds, account maintenance

Education

2001-2003 California College Sacramento, CA

- Studied for Degree in Interior Design
- Courses Completed: Drafting, Art & Design, Textiles, Building Materials & Flooring, Art History, Color Theory, Interior Design, Social Behavior & Psychology, Contract Design, Space Planning and Commercial & Residential Building Codes.

1991- 1995 Fairfield High School Fairfield, CA

- Graduated with High School Diploma

Interests

Active member of the Academy of Hawaiian Arts and student of Tony Ramos Kajukenbo Karate & Gung-Fu. Owner and operator of Hula Honee's and Honee Cakes.

ACCOUNTABILITIES

2401 Waterman Blvd. A3
Fairfield, CA 94534
(707) 425-7200

This certifies that Shalon Edmondson completed a

5 Minute Typing Test

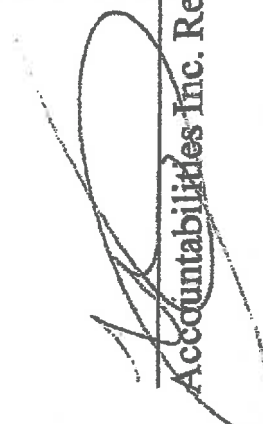
On Friday, October 26, 2012

The following are the results:

44 Gross Words Per Minute

1 Errors

43 Net Words Per Minute



Accountabilities Inc. Representative



Contra Costa County

RECEIVED
For Office Use Only
Date Received: JAN 14 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Ellington Toshia Tavonnia
2. Address:
3. Phones:
4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma [X] G.E.D. Certificate [] California High School Proficiency Certificate []

Give Highest Grade or Educational Level Achieved: some college

Table with 6 columns: Names of colleges / universities attended, Course of Study / Major, Degree Awarded, Units Completed (Semester, Quarter), Degree Type, Date Degree Awarded. Includes rows A, B, C, and D for other schools/training.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <input type="text"/> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <input type="text"/>	<p style="text-align: center;">Duties Performed</p> <ul style="list-style-type: none"> • Reports directly to the Owner, President, CFO, Controller, & Accounting Manager. • Invoicing customers per packing list daily from 5 different departments (Production, Software, MDV, Parts, & RMA). • Processing credit cards, collections, sending out monthly statements
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <input type="text"/> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <input type="text"/>	<p style="text-align: center;">Duties Performed</p> <input type="text"/>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <input type="text"/> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <input type="text"/>	<p style="text-align: center;">Duties Performed</p> <input type="text"/>
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7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

[Redacted box]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: [Signature] Date: 1/2/13

Important Information

- 1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
- 2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
- 3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

- 1. Are you a United States citizen?
- 2. Are you registered to vote?
- 3. Are you a resident of Contra Costa County?
- 4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
- 5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
- 6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
- 7. Are you prepared to seek re-election to this office in June, 2014?
- 8. Do you consider this job to be full time or part time?
- 9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

Toshia Ellington
San Leandro, CA 94577
510-485-3050
toshiacharles@yahoo.com

Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Skills

- Outlook, Office, Mas 90, Dac Ez, Quick Books, Peachtree 2005, Great Plains, Nodus, & Adobe.

Experience

Hubb Systems, LLC D.B.A. Data 911, Accounting Administrator Alameda, CA

July 2004 – Present

- Reports directly to the Owner, President, CFO, Controller, & Accounting Manager.
- Invoicing customers per packing list daily from 5 different departments (Production, Software, MDV, Parts, & RMA).
- Processing credit cards, collections, sending out monthly statements, handling the customer inquiries by telephone, fax, USPS, and e-mail.
- Matching & processed purchase orders, packing slips and incoming invoices for A/P entry. Weekly check runs, along with mailing the payments, and returning vendor calls regarding past due account with payment status.
- Matching the Company Visa and Amex accounts on the monthly basis.
- Incorporate company policy and procedures (cell phone, trade show, travel, dress code).

Education

- Chabot College – Hayward, CA – Business-Accounting

Certifications

- Ten Key - 1994
- Typing – 35 WPM - 2011
- How to become a better communicator - 2006



Contra
Costa
County

RECEIVED
JAN 25 2013
BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received: _____

For Reviewers Use Only:
Accepted Rejected

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Contra Costa County
CLERK OF THE BOARD
851 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: _____
(Last Name) (First Name) (Middle Name)

2. Address: _____
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
(Home No.) (Work No.) (Cell No.)

4. Email Address: _____

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)			Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B)			Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

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7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

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2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
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5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
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7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

SUMMARY OF QUALIFICATIONS

Sales and operational executive with 25+ years of retail business experience. Highly accomplished in building and growing profitable businesses. Extensive Knowledge in Multi Store Operations, Sales Management, Customer Service, Operations Management, Buying, Staffing and Training.

PROFESSIONAL EXPERIENCE

2012- 2012

Hilti

Account Manger

- Accountable for targeting, acquiring, developing and retaining relevant customers.
- Ensure the execution of new product introductions, promotions, store events and campaigns.
- Build strong relationships with management and team members to achieve weekly sales goals.

2011-2012

Procter & Gamble

Retail Merchandiser

- Responsible and accountable for completing assigned store merchandising activities.
- Teamed with store managers to maximize sales of P&G products.
- Record and communicate required data regarding the execution of work.
- Implementation of POP and POG displays.
- Key accounts include Walmart, Target, Home Depot, Walgreens, and CVS.

2007-2010

Farmers Insurance

Independent Agent

- Provide outstanding personal customer service for retention, agency growth, and customer loyalty.
- Responsible for marketing and sales presentations.

1991-2007

Teachers Helper Inc.

Managing Partner-Retail Stores

- Achieved higher profits through negotiated terms to increase inventory turn through discounts, structured freight and advertising coop.
- Implemented acclaimed customer service and resolution policies to influence a positive customer shopping experience.
- Supervised staff of 40 people, including planning, hiring, training and review of personnel.
- Partnered with manufacturers to develop product content, packaging and product assortment to help further establish brand awareness.
- Operated one of the largest volume chain stores, in Northern California, with annual sales volume of \$3 million, exceeding all national averages.
- Forecasted annual budgets; including revenue and expense outlays with the ability to adjust the forecast to meet cash flow needs.
- Designed and implemented an annual sales catalog that produced a 15% increase in revenue each year.
- Designed store layouts and merchandised all stores.

1989-1991

Dorfman Pacific

Sales Representative-Headwear and Ski Accessory Company

- Territory included Oregon and Western Idaho with annual sales goals.
- Cultivated high level of customer satisfaction for repeat sales.
- Increased volume 12% annually exceeding company set goals.

1987-1989

Cupertino Financial Group

Principal-Real Estate Investment Company

- Identified and negotiated purchase of commercial properties for LLC's.
- Prepared and presented investment portfolios to potential investors.
- Negotiated lease agreements for tenants leasing commercial properties.
- Managed and facilitated properties, up to 40,000 square feet, which included maintenance, collections and accounts payable.

1981-1987

Mel Cotton's Sporting Goods

Operations Manager-Retail Stores

- Responsible for daily operations of 4 stores with an annual volume over \$10 million.
- Resolved customer and vendor disputes.
- Managed an advertising budget of \$250,000, including print layout and product selection.
- Head athletic, clothing, shoe, and backpack buyer.
- Negotiated prices and terms on close out merchandise.
- Responsible for merchandising all store lay-outs.
- Responsible for hiring management at all location

EDUCATION

Cal Poly at San Luis Obispo.

Bachelor of Science Business Degree.

LICENSES

California Real Estate Broker (1983 – Present).

California Insurance Licenses: Property and Casualty & Life (2007- Present).

ASSOCIATIONS

Youth Soccer coach for 10 years – Division 1, Division 3 and Recreational.

AWARDS/ACHIEVEMENTS

Elected to the Executive Committee for the National School Supply Equipment Association (NSSEA).

Served as Regional Director for NSSEA for 2 consecutive 2 year terms.

Teachers' Helper Stores voted Best Educational Stores by Bay Area Parent Publication.



Contra
Costa
County

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CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Hoffmann Ralph Alfred
(Last Name) (First Name) (Middle Name)

2. Address: 1655 N. California Blvd #204 Walnut Creek, CA 94596
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (925) 938-3816 (925) 938-3816 (925) 286-8361
(Home No.) (Work No.) (Cell No.)

4. Email Address: ralphralphbe@sbcglobal.net

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Graduate, St. Petersburg (FL) Senior HS

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Georgia Institute of Technology</u>	<u>Chemical Engineering</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/>	<u>B.S.</u>	<u>6/12/65</u>
B) <u>Georgia Institute of Technology</u>	<u>Chemical Engineering</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/>	<u>M.S.</u>	<u>6/11/66</u>
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed		Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
<u>Leadership Contra</u>	<u>Costa</u>	<u>80</u>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>Hrs. per week <input type="text"/> Volunteer <input checked="" type="checkbox"/></p>	<p>Title Member, Advisory Council on Aging</p> <p>Employer's Name and Address Contra Costa County</p>	<p>Duties Performed Senior Mobility Action Council (Persons ≥65 yrs old vote in the highest turnout of any age group)</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>Hrs. per week <input type="text"/> Volunteer <input type="checkbox"/></p> <p>election</p>	<p>Title Election Inspector or clerk</p> <p>Employer's Name and Address Contra Costa County</p>	<p>Duties Performed Impartial supervision of precinct polling sites during elections</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address Chevron / Gulf San Ramon, CA</p>	<p>Duties Performed Built and ran linear and non-linear computer models of oil refineries</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> Volunteer <input type="checkbox"/></p>	<p>Title Production Engineer</p> <p>Employer's Name and Address Monsanto Alvin, TX</p>	<p>Duties Performed Fire & Safety Supervisor, oversight of petrochemical plant operations</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Ralph A. Hoffmann Date: January 9, 2013

Important Information

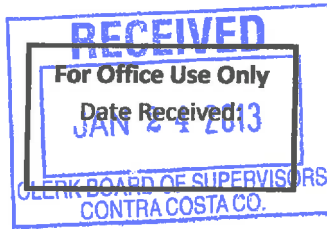
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3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen? Yes.
2. Are you registered to vote? Yes.
3. Are you a resident of Contra Costa County? Yes.
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position. Contra Costa County Election Precinct Inspector or Clerk between 1987-2012
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need? Steve Weir is in an openly Gay relationship, which was considered a mental illness prior to the adoption of DSM-IV. I've openly had a mental illness diagnosis since 1968, which I consider an advantage.
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates? I've been a candidate for partisan office 4 times plus have been an election inspector/clerk many times.
7. Are you prepared to seek re-election to this office in June, 2014? Yes.
8. Do you consider this job to be full time or part time? Full time.
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.



Contra
Costa
County



For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. **Name:** Johnson Ceciley Nicole
(Last Name) (First Name) (Middle Name)

2. **Address:** 1405 santa fe ave Berkeley CA 94702
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (510) 525-0223 (510) 393-7520
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** ceciley_johnson@yahoo.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Tallahassee community college	crimianial justice	Yes No <input type="checkbox"/> <input type="checkbox"/>				
B) Ohlone community college	sociology	Yes No <input type="checkbox"/> <input type="checkbox"/>			AA	05/2007
C) West Texas A&M	sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	12/2010
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 06/2006 08/2012</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6</p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title camp counselor/ coach</p> <hr/> <p>Employer's Name and Address triple threat academy</p>	<p>Duties Performed planned and implemented recreational and educational programs for a diverse grouple of teenagers and elementary school children</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 12/2007 06/2008</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title care provider</p> <hr/> <p>Employer's Name and Address San Francisco County Office</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed supervised a complex daily routine with and emphasis on studnt engagement, safety and social skill development.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.



Contra Costa County

RECEIVED For Office Use Only Date Received: JAN 11 2013 CLERK BOARD OF SUPERVISORS CONTRA COSTA CO.

For Reviewers Use Only Accepted Rejected

CONTRA COSTA COUNTY CLERK OF THE BOARD REPT JAN 11 PM 12:53

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO: Contra Costa County CLERK OF THE BOARD 651 Pine Street, Rm. 106 Martinez, California 94553-1292

Tiffany.Lannear@cob.cccounty.us PLEASE TYPE OR PRINT IN INK

1. Name: Madrid Claudia (Last Name) (First Name) (Middle Name)
2. Address: 1525 Broadway Ave Apt 3 San Pablo CA 94806 (No.) (Street) (Apt) (City) (State) (Zip Code)
3. Phones: 510 374 3240 (Home No.) (Work No.) (Cell No.)
4. Email Address: madridclaudia12@yahoo.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma [X] G.E.D. Certificate [] California High School Proficiency Certificate []

Give Highest Grade or Educational Level Achieved 12grade

Table with 6 columns: Name of colleges/universities attended, Course of study/Major, Degree Awarded, Units Completed (Semester, Quarter), Degree Type, Date Degree Awarded. Rows include Willson high school, San Francisco, CA, 94110, and Other schools/training.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To 06-03-08 present Total: <u>Yrs.</u> <u>Mos.</u> 4yrs Hrs. per week <u>40</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title city of Oakland/parking enforcement Employer's Name and Address city of Oakland 250 frank h. owaga plaza CA, 94112</p>	<p>Duties Performed Assigned to write parking tickets direct traffic issue tickets for parking violations, remove vehicles from private property, meter regulations transit related restrictions, special on-street permit parking restrictions permits miscellaneous parking and traffic regulations.</p>
<p>B) Dates (Month, Day, Year) From To 05-28-03 06-05-08 Total: <u>Yrs.</u> <u>Mos.</u> 5YRS Hrs. per week <u>40</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Assistant manager Employer's Name and Address security company 2101 oak port Ave Oakland CA, 94112</p>	<p>Duties Performed Professional security certifications comprehensive knowledge of problem. experience working with the public,organizational and time management skills, communication, verbal and written, quick thinking and be able to maintain response under stress. security operations strategies and plans covering security insident reports.</p>
<p>C) Dates (Month, Day, Year) From To 07-12-06 02-05-07 Total: <u>Yrs.</u> <u>Mos.</u> 1yr Hrs. per week <u>40</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Real state clerk Employer's Name and Address community commerce bank 2101 oak port Ave suit 150 Oakland CA 94112</p>	<p>Duties Performed maintains records concerned with rental,sale,and management of real state. send out rent notices to tenants secures estimates from contractors for building repairs .may open, sort and distribute mail. may submit photographs and descriptions of property.</p>
<p>D) Dates (Month, Day, Year) From To Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address </p>	<p>Duties Performed </p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship: right now try in to get foodstaps

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

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3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
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6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

THIS FORM IS A PUBLIC DOCUMENT

Page 3 of 3



Contra
Costa
County

RECEIVED
JAN 24 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Manaligod Kamira Alia
(Last Name) (First Name) (Middle Name)

2. Address: 5153 Renaissance Ct Fairfield CA 94534
(No) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 707-864-1912 707-330-1442
(Home No.) (Work No.) (Cell No.)

4. Email Address: kamirali@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Associate's Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Solano Community College	General Sciences	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Fall	2011	AA	12/2011
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: ROP	Course Studied Administrative Med Asst	Hours Completed N/A	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="07/2010"/> <input type="text" value="Present"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="2"/> <input type="text" value="6"/> Hrs. per week <input type="text" value="0-35"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Sales Associate"/> Employer's Name and Address <input type="text" value="JC Penney"/> <input type="text" value="1330 Travis Blvd"/> <input type="text" value="Fairfield CA 94533"/></p>	<p>Duties Performed <input type="text" value="Cash handling, customer service, online orders"/></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="03/2011"/> <input type="text" value="03/2012"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="1"/> <input type="text"/> Hrs. per week <input type="text" value="4"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="Volunteer"/> Employer's Name and Address <input type="text" value="Kaiser Permanente"/> <input type="text" value="975 Sereno Dr"/> <input type="text" value="Vallejo, CA 94589"/></p>	<p>Duties Performed <input type="text" value="Wheel in patients, provide information in the hospital, delivered sheets from concierge to triage nurses"/></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="04/2008"/> <input type="text" value="04/2010"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="2"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Helper/ Assistant"/> Employer's Name and Address <input type="text" value="Abille Family Child Care"/> <input type="text" value="1954 Gentle Creek Ct"/> <input type="text" value="Fairfield, CA 94534"/></p>	<p>Duties Performed <input type="text" value="Take care and entertain children from ages 5 to 12"/></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: Pell Grant

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements, / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Kamira Mandligod Date: 01/15/13

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3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
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8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

THIS FORM IS A PUBLIC DOCUMENT

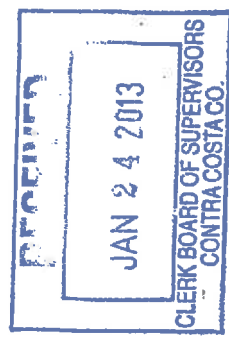
Page 3 of 3

Kamira Manaligod
5153 Renaissance Ct
Fairfield, CA 94534-4031

94553129399
23 JAN 2013 PM 9 L



Tiffany Lennear
Contra Costa County
CLERK OF THE BOARD
651 Pine St Rm 106
Martinez, CA 94553-1292



94553129399

Kamira Alia Manaligod

☐ 5153 Renaissance Ct ☐ Fairfield, CA 94534-4031 ☐ 707.330.1442 ☐ kamiraliyam@gmail.com ☐

OBJECTIVE

- To serve as an excellent administrative support within a healthcare environment.

SKILLS

Medical Terminology	Bilingual English/Tagalog	BLS Certified
Anatomy and Physiology	Alta Point Program with Medisoft	Customer Service
Microbiology	Microsoft Word, Excel, PowerPoint	35 WPM

EXPERIENCE

Sales Associate – Fairfield, CA 94534 – J.C. Penney 07/2010 to Present

- Cash handling
- Provide excellent customer service
- Order supplies online for customer
- Team player

Volunteer Services – Vallejo, CA 94591 – Kaiser Permanente 03/2011 to 03/2012
Information Desk

- Provide directions in the hospital
- Wheel in patients
- Locate patients

Emergency Department

- Wheel in patients
- Deliver information sheet to triage nurses

Helper/Assistant – Fairfield, CA – Abille Family Child Care 04/2008 to 04/2010

- Entertain and take care of children from ages 5 to 12

EDUCATION

Administrative Medical Assistant Certificate ROP 2013

Medical Terminology Certificate ROP 2013

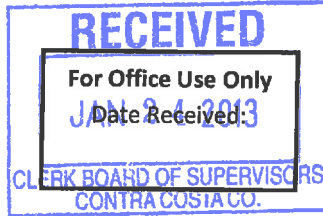
Basic Life Support (BLS) Certificate American Heart Association 2013

General Science, Associates Degree Solano Community College 2011

High School Diploma Rodriguez High School 2008



Contra
Costa
County



For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: MANULLANG YOLANDA VLCT ARTHA
(Last Name) (First Name) (Middle Name)

2. Address: 4504 Cutting Blvd, Richmond, CA 94804
(No.) (Street) (Apt) (City) (State) (Zip Code)

3. Phones: 415-525-0619
(Home No.) (Work No.) (Cell No.)

4. Email Address: Yolandamanulang@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Master of Business Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>College of Business Economics and Finance</u>	<u>Business and Management</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>4</u>		<u>MBA</u>	<u>Oct 28, 2002</u>
B) <u>College of Business Economics and Finance, Jakarta, Indonesia</u>	<u>Accounting and Marketing</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>4</u>		<u>BA</u>	<u>Sept 12, 2000</u>
C) <u>Certificate of Property Analyst, Singapore</u>	<u>Real Estate and Property Analyst</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No			<u>CPA</u>	<u>Jan 24, 2006</u>
D) Other schools / training completed: <u>Liberty Tax Preparer</u>	Course Studied		Hours Completed <u>60</u>	Certificate Awarded: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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<p>A) Dates (Month, Day, Year) From <u>12/07/11</u> To <u>04/16/2012</u></p> <p>Total: Yrs. <u> </u> Mos. <u>4</u></p> <p>Hrs. per week <u> </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Administrative / Marketing</u></p> <p>Employer's Name and Address <u>Liberty Tax Service</u> <u>4250 Macdonald Ave</u> <u>Richmond, CA 94804</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Answered questions and concerns in professional and friendly nature. - Launched Business to Business marketing to three different zip codes. - Launched guerilla marketing/campaign to neighborhood areas. - Organized file and updated customer information.
<p>B) Dates (Month, Day, Year) From <u>01/24/2008</u> To <u>Present</u></p> <p>Total: Yrs. <u>5</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Church Volunteer</u></p> <p>Employer's Name and Address <u>The Seventh-Day Adventist Outreach Program</u> <u>950 Appian Way</u> <u>El Sobrante, CA 94806</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Coordinate and organize food bank. - Manage scheduling visiting doctors and nurses. - Teaching children to lead succeed through biblical values an energetic and environment every weekend workshop. - Helping people and community service.
<p>C) Dates (Month, Day, Year) From <u>01/29/2004</u> To <u>09/12/2004</u></p> <p>Total: Yrs. <u>3</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Marketing Manager</u></p> <p>Employer's Name and Address <u>IBEF MULTI CONSULT</u> <u>Jakarta, Indonesia</u> <u>Sl. Mandala Utara 1033</u> <u>Jakarta Barat, Indonesia</u> <u>11940</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Developed and supervised implementation of all marketing plan sales and marketing. - Manage scheduling and production of all sales and marketing materials. - Supervised all marketing assistants. - Responsible for development and marketing of product changes and new services.
<p>D) Dates (Month, Day, Year) From <u>09/12/2002</u> To <u>01/23/2004</u></p> <p>Total: Yrs. <u>2</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Marketing Executive</u></p> <p>Employer's Name and Address <u>Summarecon Property</u> <u>Jakarta, Indonesia</u> <u>Sl. Gajet Subrato 10450</u> <u>Jakarta Selatan, Indonesia</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Demonstrated skills in leadership, organizing, and group motivation. - Supervised sales staff of fifteen and more. - Coordinated promotional campaign, utilizing database analysis to focus on target market. - Trained new employees.

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: N/A

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Sign Name:  Date: 01/29/2013

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Supplemental Questionnaire

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2. Are you registered to vote? *No*
3. Are you a resident of Contra Costa County? *Yes*
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position. *I promise I will give my best to give an excellent services to the public. I'm going to give my dedication to help the community and people.*
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need? *I am very an enthusiastic, creative, and willing to assume increased responsibilities person. I'm very organized efficient with strong communication skills and able to coordinate multiple projects and meet deadlines under pressure.*
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates? *Honestly, I never done the various codes before, however, I am a quick learner person and willing to learn something new in life.*
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time? *Full time*
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position. *Microsoft Office, Word, Excel, Power Point, Outlook Internet, Taxes (Tax Preparer)*

THIS FORM IS A PUBLIC DOCUMENT

YOLANDA ULLY ARTHA MANULLANG

P.O BOX 525

EL CERRITO, CA 94530

415 525 0619

yolandamanullang@gmail.com

Summary of Qualification

- A highly motivated and seasoned professional with excellent communication skills, proven leadership abilities and extensive in marketing, public relations and customer service.
- Enthusiastic, creative, and willing to assume increased responsibilities.
- Organized efficient and phrase with strong communications and liaison skills.
- Able to coordinate multiple projects and meet deadlines under pressure.
- Attention to details and strong follow-through.

Professional Accomplishments

Dec 2011 – April 2012 Liberty Tax Service, Richmond, CA 94804

Administrative Assistant/Marketing

- Answered and directed incoming/outgoing multi-line phone and respond to emails of a general nature.
- Answered questions or concerns in professional and friendly nature.
- Organized billing and maintain customer records.
- Launched Business to Business marketing to three different zip codes (94804, 94805, and 94806).
- Followed up with all previous year clients and offer special discounts.
- Worked closely with franchisee in focusing the market target areas.
- Launched guerilla marketing/campaign to neighborhood areas.
- Give special promotion with new customer.
- Talked and visited future vendors.
- Organized file and updated customer information.

2008 – Present The Seventh-Day Adventist Outreach Program, El Sobrante, CA 94806

Church Volunteer

- Coordinate and organize food bank.
- Manage scheduling visiting doctors and nurses.
- Teaching children to lead and succeed through biblical values an energetic and environment every weekend worship.
- Welcoming guests and members for weekend worship.
- Helping people and community service.

2007 – 2008 Hasian Sere Day Care, Pinole, CA 94806

Coordinator Day Care

- Organized daily activities program.
- Supervised three counselors.
- Developed promotional and advertising strategies for potential markets.

2004 – 2007 IBEK Multi Consult, Jakarta, Indonesia

Marketing Manager

- Developed and supervised implementation of all marketing plan sales and marketing.
- Managed scheduling and production of all sales and marketing materials.
- Supervised all marketing assistants.
- Responsible for development and marketing of product changes and new services.

2002 – 2004 Summarecon Property, Jakarta, Indonesia

Sales and Marketing Executive

- Demonstrated skills in leadership, organizing, and group motivation.
- Supervised sales staff of fifteen and more.
- Coordinated promotional campaign, utilizing, database analysis to focus on target market.
- Trained new employees.

2000 – 2002 Lippo Real Estate, Jakarta, Indonesia

Public Relations

- Directed interaction with client and the public.
- Assessed needed and provided solutions to customer complaints.
- Assisted in product inquires and setting up discounting programs for qualified customers.
- Represent company at trade shows.

EDUCATION

2002 Master of Management, Institute of Business Economics and Finance, Jakarta, Indonesia

2000 Bachelor of Arts, Institute of Business Economics and Finance, Jakarta, Indonesia

2000 Certified Property of Analyst, Singapore

HONOR & AWARDS

Honor The Tops Salesperson Year 2004

Awards in Marketing 2003

SPECIAL SKILLS

Language: Fluent in English and Bahasa Indonesia.

Computer: Microsoft Office, Word, Power Point, Excel and Internet.

RECEIVED

JAN 23 2013

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

Print Form



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Maxwell Skyer Mandela
(Last Name) (First Name) (Middle Name)

2. Address: 219 W. Buchanan Road #165 Pittsburg CA 94565
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (323)864-8169
(Home No.) (Work No.) (Cell No.)

4. Email Address: skylermaxwell03@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Bachelor's degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cal State University Northridge	Public Health Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		B.S.	05/2010
B) El Camino College	General Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		A.A.	05/2006
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/08/20/2011 <input type="text"/>/12/19/2012 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 1 <input type="text"/> 4 Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title Bus Operator Employer's Name and Address Tri Delta Transit 801 Wilbur Avenue Antioch, CA 94509</p>	<p>Duties Performed Greet customers and operate the vehicle</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/10/10/2010 <input type="text"/>/07/10/2011 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 9 Hrs. per week <input type="text"/>26 . Volunteer <input type="checkbox"/></p>	<p>Title Sales Associate Employer's Name and Address Old Navy</p>	<p>Duties Performed Greet customers and organize area</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/11/01/2005 <input type="text"/>/01/01/2007 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 3 Hrs. per week <input type="text"/>24 . Volunteer <input type="checkbox"/></p>	<p>Title Sales associate Employer's Name and Address Target</p>	<p>Duties Performed Greet customers and organize items on shelf in an orderly fashion</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address </p>	<p>Duties Performed </p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Angela Maxwell Date: 1/22/13

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

Supplemental Answers

1. Yes I'm a United States citizen.

2. Yes I'm registered to vote.

3. Yes I'm a resident of Contra Costa County.

4. N/A

5. My strengths are adapting quickly as learn new things. I get along and work well with others so my communication skills are good. My weaknesses want to please everyone and sometimes that isn't possible. At times I just might be too kind.

6. I have read through some of them briefly.

7. Yes

8. N/A

Skyler Maxwell

Qualifications

Clerical experience such as typing, filing papers, faxing, and answering phones

Data processing/ Medical record auditing

Computer literate in such programs as Microsoft Word, Microsoft Excel, Powerpoint, and navigate search engines like Yahoo and Google

Sales and retail experience

Customer Service experience

Medical experience in the Radiology Department and Pharmacy

Obtained Class B license

Experience

08/20/11 – 12/19/12

Tri Delta Transit

Antioch, CA

Bus Operator

- Greet customers
- Take fare and key it in the fare box
- Drive the vehicle in a safe and orderly fashion

10/10/2010 – 7/10/2011

Old Navy

Concord, CA

Sales Associate

- Greet customers
- Clean and organize store
- Cash register trained

11/1/2007 – 4/1/2009

Subway

Northridge, CA

Sandwich Artist

- Greet customers
- Prepare food, sanitized floor and cooking area
- Register trained

11/1/2005 – 1/1/2007

Target

Gardena, CA

Sales Associate

- Greet customers upon entrance of the store
- Organize items on the shelf in an orderly fashion and timely manner

Skyler Maxwell

Education

10/1/2006 – 6/16/2010 Cal State University Northridge Northridge, CA

Bachelors of Science Degree in Health Education

9/1/2003 – 6/1/2006 El Camino College Torrance, CA

Associates of Art Degree in General Education

8/1/1999 – 5/1/2003 King/Drew Medical Magnet High School Los Angeles, CA

High School Diploma

References

References are available on request.



Contra Costa County
Clerk of the Board
651 Pine Street, Rm. 106
Martinez, California 94553

RECEIVED
JAN 23 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

945531233



219 W. Buchanan Rd #165
Pittsburg, CA 94565



Contra
Costa
County



For Reviewers Use Only:	
Accepted	Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. **Name:** _____
 (Last Name) (First Name) (Middle Name)

2. **Address:** _____
 (No.) (Street) (Apt) (City) (State) (Zip Code)

3. **Phones:** _____
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** _____

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)	Pursuing A.A. in Business	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

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<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p>	<p style="text-align: center;">Duties Performed</p>
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<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p>	<p style="text-align: center;">Duties Performed</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

Important Information

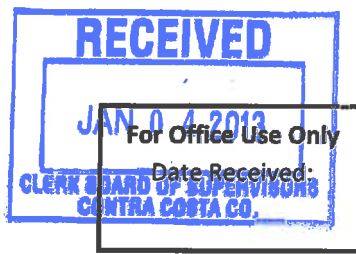
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3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.



Contra
Costa
County



For Reviewers Use Only:	
Accepted	Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: _____
 (Last Name) (First Name) (Middle Name)

2. Address: _____
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
 (Home No.) (Work No.) (Cell No.)

4. Email Address: _____

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)	Pursuing A.A. in Business <input checked="" type="checkbox"/>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

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2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

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3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: 1-3-2013

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- 3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

- 1. Are you a United States citizen? *yes*
- 2. Are you registered to vote? *yes*
- 3. Are you a resident of Contra Costa County? *yes*
- 4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position. *N/A*
- 5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need? *statements: I find success in keeping busy; ensuring my work is accurate; weaknesses: I tend to more avoid individual work versus a team, I accept change.*
- 6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates? *I have done administrative work! Believe highly in the voting system.*
- 7. Are you prepared to seek re-election to this office in June, 2014? *yes.*
- 8. Do you consider this job to be full time or part time? *full-time*
- 9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position. *I'm consistent when it comes to an abundance of paperwork. I look out for missing data quickly to be fast submission.*

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Page 3 of 3



Contra
Costa
County

RECEIVED

JAN 10 2013

Date Received:

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only

For Reviewers Use Only:

Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Murphy (Last Name) Stephen (First Name) Philip (Middle Name)

2. Address: 12 (No.) Cornell Ct (Street) Pleasant Hill Ca (City) 94523 (State) 94523 (Zip Code)

3. Phones: (925) 932-7608 (Home No.) (925) 586-4165 (Cell No.)

4. Email Address: stephen.murphy@pruca.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>On Resume</u>		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p><i>on Resume</i></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Stephen P. Murphy Date: 01/10/2013

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Supplemental Questionnaire

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2. Are you registered to vote? Yes
3. Are you a resident of Contra Costa County? Yes
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position. REALTOR
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need? Strength Working with People
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014? Yes
8. Do you consider this job to be full time or part time? Full
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position. Ethics, Fair Housing

THIS FORM IS A PUBLIC DOCUMENT

Stephen P. Murphy
12 Cornell Ct.
Pleasant Hill CA 94523

stephen.murphy@pruca.com
www.stephenmurphy.net
Mobile-925-586-4165

Objective

To apply my thirty years of experience, organizational and marketing skills, to meet the company's needs. I can work with teams or as individual to meet corporate needs or goals.

Work History

Basketball Statistician 2008-Present

Work with two others to take all stats for men's basketball at the University of California Berkeley. Keep track of all players both teams on minutes played, fouls, both 2 point and 3 point shots, turnovers, assists, blocked shots, and rebounds.

Sent all final stats to Internet, Newspapers, and download both teams to their individual flash drives.

Real Estate Agent 2006-Present

Prospect, secure, and maintain client relationships. Negotiate and explain all contracts, disclosures, and reports to my clients.

Hold open houses, show property, and educate all clients on buying and selling of residential property. Continue to educate with the changing markets.

Stay at home father 1998-2007

Raised 2 children, 1 boy 1 girl, from infancy to 1st & 3rd grade. Elizabeth born in March of 1997 and Christopher October 1998.

When Christopher reached Kindergarten, I was able to have 3 hours each school day to study for the state real estate exam.

Shipping Supervisor, JBR Gourmet Foods 1988-1990/1996-1998

Because of my personal relationship with the owner and his knowledge of my management strengths, I was asked to help grow what is a very expanded and prosperous company. I was able to do this because of my seniority at Blue & Gold Fleet and the flexibility it offered.

Coordinated all duties with seven sales people communicating purchases, packaging, and delivery. Supervised a team of six employees accounting for inventory, receiving and shipping all orders.

From 1988-1990 moved company from San Francisco to Oakland. From 1996-1998 moved them from Oakland to San Leandro. The company became the largest Coffee Producer in the West Coast during these years.

First Mate, Blue and Gold Fleet 1978-1996

Directed crews of five for daily operations of commute runs and bay cruises. Kept all maintenance records on all six vessels. Worked with the US Coast Guard to annually have all vessels pass inspections.

Rescued people throughout the night from the 1989 Loma Prieta earthquake. Moved to #2 of 110 in seniority and experience.

Community Service

Chaired the annual Christ the King Golf Tournament for seven years. Made sure all aspects of the golf tournament were done from sponsorship, fundraising, lunch, dinner, golf, tee prizes, golf awards and raffle prizes.

Boy's baseball coach in Martinez and Pleasant Hill from 5 years old to 12. 4 years in Pleasant Hill and 4 in Martinez.

CYO Girls Basketball coach for six years. Grade 3 through 8..

Served eight years on Christ the King Auction committee for the school largest annual fundraiser.

Served three years on the Parent Teacher Group. (PTG)

Festival volunteer for ten years at the annual CTK festival for school.

Moved Real Estate Company in one weekend to a new location. 60 Desk's, 10 Computers with Printers, 2 Scanners, 2 Copy Machines, 80 Chairs, and over 200 boxes to keep the business flowing while moving.

Education

4 Year Extension For Real Estate 2010- The 5 classes Included Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management

Short Sale and Foreclosure Specialist 2009

Fine Homes Specialist 2008

California Realtors License 2006

Legal Aspects & Principals of Real Estate 2005

St. Mary's College 1983-1985

University of California Santa Barbara 1980-1983

Campolindo High School 1976-1980



Contra
Costa
County

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JAN 17 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO
For Office Use Only
Date Received:

Print Form

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Sayavong Robert
 (Last Name) (First Name) (Middle Name)

2. Address: 1733 6th ST Richmond, CA, 94801
 (No.) (Street) (Apt) (City) (State) (Zip Code)

3. Phones: 510-860-1535
 (Home No.) (Work No.) (Cell No.)

4. Email Address: RObert.scg24@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed: Stride Center	Course Studied I.T	Hours Completed 9 months	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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RECEIVED
JAN 1 2012

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">01/2012</div> <div style="border: 1px solid black; padding: 2px;">Current</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">1</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">1</div> </div> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Data entry operator</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> Registrar of Voters 1225 Fallon ST Oakland CA, 94612 </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> Data entry, call center, mail room, ballot management, scanning rosters and verifying signatures </div>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">01/2011</div> <div style="border: 1px solid black; padding: 2px;">12/2011</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">1</div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Hrs. per week . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Computer Technician</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> Relia Tech 2300 El Portal San Pablo CA, 94806 </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> Trouble shooting computers, customer service, maintain and repair computers </div>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">01/2008</div> <div style="border: 1px solid black; padding: 2px;">01/2010</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">2</div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Hrs. per week 30 . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Smog Tech Assistant</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> Advance Smog 12569 San Pablo AVE Richmond CA, 94801 </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> Customer service, prep cars for smog, picked up and drop off car to dealership for smog check. </div>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Hrs. per week . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; height: 20px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px; height: 40px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px; height: 40px;"></div>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

[Redacted box]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Robert Sayavong Date: 1/16/2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen? **Yes**
2. Are you registered to vote? **Yes**
3. Are you a resident of Contra Costa County? **Yes**
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

Robert Sayavong
Richmond, CA
510.860.1535
Robert.scg24@gmail.com

PROFESSIONAL QUALIFICATIONS:

- Training from Berkeley City College in Microsoft Office Suites
- High level of computer knowledge (A+ Certified and Network + Certified)
- Excellent organizational skills
- Data entry experience with ability to meet goals for company protocols.
- Call center experience with high volume of inbound calls good at multitasking typing, answer phones and give excellent customer service.

TECHNICAL SKILLS:

O/S: Very knowledgeable with Microsoft Operating Systems (Windows XP, Vista, and 7).

Applications: Highly educated with Microsoft Office Suite with emphases on Excel making pivot tables, charts, macros, formulas, IF functions and data base entry with Microsoft Access (2 semesters in Microsoft Excel training 1 semester with word, access, power point and outlook).

Office Equipment: Well-rounded with fax machines, copy machines, printers and scanners.

Typing Skills: Capable of typing 45 words per minute.

HIGHLIGHTS OF PROFESSIONAL SKILLS AND ACCOMPLISHMENTS:

Customer Service Experience:

- Data entry experience with emphasis on paying attention to detail and customer service.
- Provided call-center support, keyed in tickets for customer complaints for helpdesk to resolve
- Guided customers through voting registration processes (keying in information while giving customer support)

Problem Solving Skills:

- Strong organizational skills for good up keep with important files.
- Worked extended hours voluntarily for company to meet company goals.
- Good multitasking skills to provide quick proficient work to meet company deadlines.
- Able to work independently or in team atmosphere as needed to improve company proficiency.
- Fast learner able to take on new tasks during work days to help ease work load if needed.

PROFESSIONAL HISTORY:

Data Entry, Alameda County Voter Registration, Oakland, CA	Jan 2012 – Current (Seasonal)
Computer Technician, Relia Tech, San Pablo, CA	Jan 2011- Dec 2011
Smog Check Technician Assistant, Advance Smog, Richmond, CA	Jan 2008 - Jan 2010
Production Line, Power Light, Berkeley, CA	Feb 2007 - May 2007

Education History:

The Stride Center, San Pablo, CA

Jan 2011 – Dec 2012

A+ & Network + Certifications

Berkeley City College, Berkeley, CA

Jan 2010 - Dec 2010

Microsoft Office Suite and Information technology

Contra Costa College, San Pablo, CA

Jan 2005 – Dec 2005

Auto body/Collision and Repair Technology



Contra
Costa
County

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Date Received:
RECEIVED
JAN 25 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Sudduth (Last Name) Cheryl (First Name) _____ (Middle Name)

2. Address: 5 (No.) Powder Bowl Court (Street) El Sobrante (City) CA (State) 94803 (Zip Code)

3. Phones: 510.262.9401 (Home No.) 510.698.7206 (Work No.) 510.710.5611 (Cell No.)

4. Email Address: cbsudduth@yahoo.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved College 4

Names of colleges universities attended	Course of Study Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Univ. of Illinois</u>	<u>Cell & Molecular Bio.</u>	(Yes) No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>BS</u>	<u>1992</u>
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools training completed: <u>Inst. for Leadership, Performance & Dev VA Commonwealth Univ.</u>	<u>Regulatory, Compliance, Legal, Leadership, disAbility Awareness, Project Mgt, Workforce Dev. HR</u>	<u>Hours Completed</u> <u>150+ (~50 courses)</u>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/> <i>Certificates Awarded per course</i>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p><u>From</u> <u>To</u> 02.23.03 Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 09 11</p> <p>Hrs. per week <u>40+</u>. Volunteer</p>	<p>Title <i>Director, Contracts & Compliance</i></p> <p>Employer's Name and Address Goodwill Industries Inc. 1301 30th Avenue Oakland, CA 94601</p>	<p>Duties Performed</p> <p><i>Provide contractual leadership & compliance management oversight to ensure the planning, programming and operational execution of the agency's federal & commercial contracts are in compliance with all regulatory & contractual requirements; serve as principal advisor to executive management & outside counsel; define & frame complex issues, review contractual & regulatory data, evaluate alternate solutions & recommend/implement feasible resolutions; handle all in-house contract matters; contract negotiation; actively manage & mitigate project risks to scope; research, review, interpret, apply, and monitor contractual & regulatory compliance requirements; handle all regulatory filings, inquiries, audits & investigations.</i></p> <p><i>Advise, train, & supervise project management team on contractual obligations, compliance requirements, & legal matters, including sexual harassment, disability awareness, EEO, ADA, OSHA, WCRB, DOL, agency policies, & program compliance. Serve as EEO Officer.</i></p> <p><i>Define and implement business processes to facilitate team productivity, effectiveness, and proficiency in (i) managing people with disabilities; (ii) codifying measurable tasks and drafting task analyses; (iii) establishing performance standards; (iv) revising/updating existing standards; (v) accurately measuring performance; (vi) completing performance evaluation and work measurement documentation; (vii) counseling workers needing improvement or disciplinary action; (viii) assessing competitive employability; and (ix) avoiding DOL/EEOC/ADA issues by completing all due diligence in relation to hiring, managing, and terminating workers. Plan and organize the work of program staff to accomplish the strategic objectives laid out in agency's strategic plan and annual work plans. Serve as liaison with government officials, contracting personnel, NISH and AbilityOne staff and board members</i></p>
<p>B) Dates (Month, Day, Year)</p> <p><u>From</u> <u>To</u> 11.1998 02.2003</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 04 05</p> <p>Hrs. per week <u>40+</u>. Volunteer</p>	<p>Title <i>Contracts Negotiator</i></p> <p>Employer's Name and Address Siebel Systems, Inc. Bridgeport Pkwy San Mateo, CA</p>	<p>Duties Performed</p> <p><i>Drafted, negotiated, closed, administered \$450M of large standard & complex, non-standard software license & professional services agreements & related contractual collateral in the licensing, global services, multi-channel, public sector, consulting, & distribution agreements; created comprehensive training & negotiation tools (standard contract templates, contract playbooks, & clauses repository) for sales & legal professionals; interpreted & analyzed contract terms & potential impacts to company including translation of issues & proposal of alternative contract language or other remedy to resolve outstanding issues; developed & delivered on-site contract negotiation training to contracts/sales personnel throughout North America, South America, EMEA, & Australia; worked with local legal staff & consultants to create localized versions of agreements, contract manuals, & training materials; annual training & achievements conference planning team member & forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; international delegate at worldwide training & industry events.</i></p>
<p>D) Dates (Month, Day, Year)</p> <p><u>From</u> <u>To</u> 08.1994 01.1999</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 04 09</p> <p>Hrs. per week <u>40+</u>. Volunteer</p>	<p>Title <i>Mgr., Contracts Administration</i></p> <p>Employer's Name and Address Sony Signatures, Inc. Two Bryant Street San Francisco, CA</p>	<p>Duties Performed</p> <p><i>Managed entire negotiation and contracting process for standard and complex, non-standard public/private sector merchandising license and services agreements, statements of work, amendments, technology, real property, non-disclosures, contractors, distributors, and vendors under tight deadlines and with limited direction; interpreted and analyzed contract terms and potential impacts to company including translation of issues and proposal of alternative contract language or terms; created, reviewed, updated standard contract templates, playbooks, and clauses repository, and contract summary sheets; developed and implemented quality pre- and post-contract systems to automate and streamline contract process and proactively monitored contractual and regulatory compliance for 300+ agreements, including creating 2,000+ record shared contracts database outlining deal terms; coordinated tracking and verification activities; communicated with implementation licensees to detail reporting requirements and ensure quarterly reports were submitted accurately and timely; reconciled quarterly reports against royalty reports to identify discrepancies in reporting; resolve discrepancies with licensees; created and supervised maintenance of computerized databases for deal forecasting, royalty reporting, profit/loss statements, performance or milestone-based payment obligations, expense reporting, and artist relations; assisted with creation, design, testing, and maintenance of Royalty Management System and Lotus Notes; developed and delivered on-site training to contracts/artist relations personnel throughout U.S., South America, EMEA, and Australia; served as U.S. Customs liaison and aided in enforcement of intellectual property rights including preparation of cease & desist letters and reports of violating companies and products and those involved in detentions and seizures.</i></p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements I omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Cheryl Sudduth Date: 23 January 2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

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Page 3 of 3

Cheryl Sudduth
Supplemental Questionnaire

Are you a United States citizen? *Yes*

Are you registered to vote? *Yes*

Are you a resident of Contra Costa County? *Yes*

Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.

Goodwill Industries, Inc. (Director, Contracts and Compliance, 02.2003–present): manage entire contracting process (averaging ~\$26M in annual revenues), primarily focusing on public sector agreements with federal and state entities; negotiation, modification, and management of public sector and commercial contracts as well as researching, reviewing, interpreting, applying, and monitoring contractual and application of the FAR and its derivative regulations; contract management including analysis of complex issues, review of contractual and regulatory requirements, and recommending alternative, feasible approaches to resolve issues; train and supervise project management teams and staff on legal, contractual, and compliance obligations; personnel & human resource management, designated DOL, EEO/AA, and Diversity representative and Chief Learning Officer; annual P&L planning and monthly P&L management; cost proposal pricing, invoicing, and subcontracting; lead strategic planning and change management teams; provide oversight and technical supervision of federally-mandated work measurement/time study procedures for our workers with disabilities; review profit and loss statements to effectively manage allocated budget; maximize contract opportunities and revenue potential of existing contracts by effectively reducing costs while improving performance and productivity; meet all Agency, AbilityOne, NISH, DOL, and EDD reporting requirements, including increasing and maintaining quarterly direct labor ratio from probationary status (<75%) to consistent 83%+; design and integrate quality control processes for each site; and establish internal office systems to ensure timely completion of business objectives.

I have developed and shaped Goodwill's AbilityOne programs for people with significant *disAbilities*, increasing service numbers and competitive placements by nearly 55% during my tenure. Goodwill's programs provide qualified workers with on-the-job training, employment experience, and life skills training and have been instrumental in assisting hundreds of workers with *disabilities* and disadvantaging conditions achieve self-sufficiency. I have implemented procedures and processes which have substantially improved efficiencies throughout the agency including a nearly 65% improvement in regulatory compliance. My breadth of knowledge and extensive experience in reading and interpreting federal and state regulations and program compliance requirements has been an invaluable mitigation tool resulting in 95% success rate (case dismissals, positive case closures). I have successfully implemented processes for handling work measurements and compliance reviews resulting in an increased direct labor usage of over 12% from a minimal standard of 75% to a standard of 85-87%, which has been routinely sustained, with negligible fluctuation, throughout the past seven years. My oversight of the workforce development and employee quality work environment initiatives has resulted in a 300%+ positive recruitment effort over the past seven years, resulting in an applicant pool of nearly 140 candidates versus the sub-twenty in 2004.

Siebel Systems, Inc. (Contracts Negotiator, 11.1998–01.2003; avg. ~\$118k, 20-25% bonus): drafted, negotiated, closed, administered \$450M of large standard and complex, non-standard software license and professional services agreements and related contractual collateral in the licensing, global services, multi-channel, public sector, consulting, and distribution agreements; created comprehensive training and negotiation tools (*standard contract templates, contract playbooks, and clauses repository*) for sales and legal professionals; interpreted and analyzed contract terms and potential impacts to company including translation of issues and proposal of alternative contract language or other remedy to resolve outstanding issues; developed and delivered on-site contract negotiation training to contracts/sales personnel throughout North America, South America, EMEA, and Australia; worked with local legal staff and consultants to create localized versions of agreements, contract manuals, and training materials; annual training and achievements conference planning team member and forum participant; *mySiebel News* team liaison and legal/contracts group intranet administrator; international delegate at worldwide training & industry events.

Sony Signatures Inc. (Mgr. Contracts/Negotiator, 09.1994–01.1999; avg. ~\$69k, 15-18% bonus): managed entire negotiation and contracting process for standard and complex, non-standard public/private sector merchandising license and services agreements, statements of work, amendments, technology, real property, non-disclosures, contractors, distributors, and vendors under tight deadlines and with limited direction; interpreted and analyzed contract terms and potential impacts to company including translation of issues and proposal of alternative contract language or terms; created, reviewed, updated standard contract templates, playbooks, and clauses repository, and contract summary sheets; developed and implemented quality pre- and post-contract systems to automate and streamline contract process and proactively monitored contractual and regulatory compliance for 300+ agreements, including creating 2,000+ record shared contracts database outlining deal terms; coordinated tracking and verification activities; communicated with implementation licensees to detail reporting requirements and ensure quarterly reports were submitted accurately and timely; reconciled quarterly reports against royalty reports to identify discrepancies in reporting; resolve discrepancies with licensees; created and supervised maintenance of computerized databases for deal forecasting, royalty reporting, profit/loss statements, performance or milestone-based payment obligations, expense reporting, and artist relations; assisted with creation, design, testing, and maintenance of Royalty Management System and Lotus Notes; developed and delivered on-site training to contracts/artist relations personnel throughout U.S., South America, EMEA, and Australia; served as U.S. Customs liaison and aided in enforcement of intellectual property rights including preparation of cease & desist letters and reports of violating companies and products and those involved in detentions and seizures.

Throughout my *Contract Management* tenure at Sony and Siebel, I was charged with creating user-friendly contract manuals, detailed 'playbooks' and 'best practices guides' for training legal support and sales staff. These manuals were consulted during training which I conducted throughout the United States and Europe at designated facilities. I maintained a proactive approach in monitoring contractual compliance and regulatory matters for nearly 300 separate agreements by analyzing the contract terms and preparing detailed contract summaries. While at Sony, I designed and implemented a 2,000+ record shared contracts database outlining deal terms, ©/TM information, insurance requirements, option and buy-out dates, deadlines, and sell-off periods while tracking advances, minimum guarantees, royalty payments due/owed, recoupment status, non-compliance issues, regulatory requirements, sponsor obligations, and other relevant contract details.

Cheryl Sudduth
Supplemental Questionnaire

The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?

Throughout my career, I have had the fortune of 'creating' my own legacy. Each position I have held presented opportunities to leave positive, strong impressions in the way the department would operate.

Managing an administration in the wake of a well-received, long-term incumbent is neither easy nor light. It requires a purposeful approach which centers on me relegating myself to the role of observer and note taker by taking the time to observe the operations and established business culture of the individuals with whom I would work.

I pride myself in being a skilled communicator and coach. I recognize and appreciate the role of purposeful dialogue in the design and execution of efficient workplaces. I believe being focused, organized, respectfully forthright, and purposeful in action while maintaining the lines of communication will create a culture which values individuals and their voices while efficiently meeting the mission of the department.

In this instance, I would chiefly interest myself in spending time with the staff to study their working habits and relationships as well as the processes and procedures they employed in the completion of their work. I would note any perceived need for improvement of processes which appear to impede their progress on the job – whether such improvement lie in the need for sheer efficiency or to meet a compliance standard. Following the period of observation, I would employ open communication techniques to approach the staff on a collective and individual level to share those observations, gather feedback, and discuss possible changes/solutions. Depending on my observations and the feedback received, I would conduct a thoughtful analysis of those things the incumbent did which were positively received and executed in the business environment and those which were not. I would then attempt to mimic or parallel those positive aspects and eliminate or improve upon those which were not positive. I believe the personal conversations with the staff will allow each person to provide input and insight which inevitably will lead to a greater chance of buy-in when changes are implemented.

I am a strict disciplinarian when it comes to following procedures and processes. Often, this results in a time hindrance to those whom would rather just 'get the job done' than ensure the job is done correctly. I am extremely patient when dealing with detailed processes, particularly regulatory matters, and this is often viewed negatively by those not so inclined to detail orientation. Rather than a 'weakness', I view this penchant as an opportunity to train others in the proper way to complete tasks ("So, how can I help you do it the right way?")

What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?

I have spent considerable time researching and reviewing the codes, regulations, and practices which govern the operation of the Contra Costa County Clerk/Recorder/Registrar of Voters office including applicable legislative documents, enforcement regulations, resource documents, filing tip sheets and the elections guides. For those documents and publishings not readily available online, I have visited the county library and the county office in Martinez to access the information. As has been the case throughout my contracting career, I will continue to educate myself on the various governing principles and guidelines in order to stay abreast of the most current regulations and processes.

Are you prepared to seek re-election to this office in June, 2014?

Yes, I am willing and prepared to participate in the electoral process in June 2014. I would anticipate engaging in such process during fall/winter 2013.

Do you consider this job to be full time or part time?

Given the critical nature of the work to which the position is charged, I consider the position of County Clerk/Recorder/Registrar of Voters a full-time position.

In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

With over twenty (20) years of stellar performance leading diverse teams, managing contracting and compliance programs, and developing and implementing strategic program plans, I believe my commendable business acumen and analytical skills will serve this position well. I have proven myself an exceptional communicator who is able to clearly articulate the organization's mission, vision, and strategy. I have excellent relationship, development, and collaboration skills which lead to successful advocacy, pointed thought leadership, and increased impact on a local, regional, national, and global scale. As a strategic thinker, I have a well-earned reputation as an influential, mission-focused, ethics-led, results-driven dynamic leader with strong advocacy, compliance, business, fiscal, and political acumen. I am an exceptionally detail-oriented, self-directed, consensus-building experienced professional masterful at leveraging the expertise of internal and external resources to develop strategic partnerships and forge relationships with similarly-focused stakeholders. Throughout my career, I have been unafraid to 'do the work' it takes to produce accurate, timely, and high-quality work product. I embrace the opportunity to mediate and resolve issues with creative, win-win thinking.

In addition to my professional work, I have also been regularly involved in advocacy work for people with disAbilities, Wounded Warriors, interfaith community activities, and community service. I have been a member of several WCCUSD board committees and task forces, community service organizations, and volunteer mentor, life coach, and etiquette trainer for young women ages 7 to 18.

Cheryl Sudduth

cbsudduth@yahoo.com ♦ 510.710.5611 Mobile

Professional Qualifications

A detail-oriented, self-directed, results-led, strategic leader who acts with the highest standards of ethics, integrity, and sound judgment, I am especially adept at establishing key relationships, building positive rapport at all levels, developing the leadership pipeline, and helping others excel. I have a well-earned reputation for exceeding expectations, taking appropriate action, inspiring confidence, and leading others with influence. My strong analytical skills have provided me the ability to work independently with minimal supervision, while still being able to work collaboratively and build consensus - especially in novel or uncertain situations. My written, verbal, and interpersonal communication skills are excellent as I maintain poise and a professional demeanor even in the most adverse circumstances. I am an award-winning motivator, manager, and mentor with strong expertise in all areas of contracting, compliance, negotiation, training, and presentation, as well as exceptional process design acumen, conceptual, and analytical thinking. I am acutely focused on maintaining the privacy and confidentiality of information, protecting organization assets, reporting non-compliance, and conducting business with integrity.

Professional Experience

Goodwill Industries, Inc. and Calidad Industries Inc. (an AbilityOne-producing CRP)

Director, Contracts and Compliance, 02.2003 - present

- Manage in-house contracting process under minimal supervision: negotiating, drafting, closing, and administering a range of standard and complex public sector and commercial transactions, totaling \$26M+ annually. Oversee contract administration.
- Research, review, interpret, apply, and monitor contractual and regulatory compliance requirements under SCA, AbilityOne (formerly JWOD), Davis-Bacon, FAR, DFAR, DOD, DOL, EEO, ADA. Serve as a subject-matter-expert and provide counsel for programs requirements. Complete all regulatory inquiries and filings.
- Define, research, interpret, and frame complex issues, review contractual and regulatory data, assess-prioritize-monitor-address potential challenges and risks, evaluate alternate solutions, advise executive management and outside counsel, recommend feasible actions, elevate emerging issues where appropriate, develop timetables and processes for completion.
- Provide clear, concise, insightful contractual analyses and presentations to executive leadership and Board of Directors.
- Work with executive leadership to develop strategic goals which align with the Agency's overall mission and strategic plan. Establish metrics and processes for measuring agency's performance to ensure goals are met and resources maximized.
- Communicate complex, challenging messages to a wide range of audiences. Represent agency at commission hearings, public meetings, industry seminars/forums, collaboration activities with agencies; serve on national workgroups and committees.
- Successfully administered \$14M+ cost plus award fee contract as well as associated cost proposal pricing, invoicing, subcontracting, compliance monitoring, and contract modifications.
- Prepare detailed status reports on current negotiations, contract obligations (*by party*), financial position, performance benchmarks, and achievements for executive leadership review.
- Annual/monthly P&L planning and budget management including budget preparation and revenue projection analyses. Assist CFO in clarifying and correcting Agency financial records. Conduct periodic audits to ensure compliance with financial regulations. Prepare risk assessments. Advise project team of impact of operational decisions on P&L. Review, approve, audit bi-weekly payroll including retroactive payments, vacation payouts, and payroll discrepancies.
- Establish and maintain collaborative working relationships. Deliver excellent customer and community relations.
- Recruit, select, train, directly manage, and mentor staff of 15-20 contracts and operational supervisors and managers. Plan, organize, assign, direct, review, and evaluate the work of designated staff.
- Train/advise staff on sexual harassment/AB1825, EEO & DOL matters, policies and compliance. Serve as EEO Officer.
- Advise, train, and supervise project managers on contractual and compliance requirements: (i) *dis*Ability awareness and managing people with *dis*Abilities; (ii) codifying measurable tasks and drafting task analyses; (iii) establishing, documenting, and updating performance standards and productivity; (iv) counseling workers; and (v) assessing competitive employability.
- Ensure policies and programs are consistent with the strategic framework and objectives of the Agency's strategic plan and aligned with other business strategies. Ensure standards set forth in Agency code of conduct are adhered and enforced.
- Develop recruitment strategy to maintain Calidad's AbilityOne program direct-labor mandates. Review and directly coordinate corrections to disability medical documentation prior to worker intake and contract assignment. Conduct periodic and annual reviews of medical documentation to ensure continued eligibility and suitability for Calidad's AbilityOne program.
- Oversee direct labor ratio on AbilityOne contracts from probationary 67% to mandatory 75% and current ~83% through directed hiring and retention efforts. Consistently achieved an 80%+ DLAB for four consecutive fiscal years.
- Direct hiring and retention programs to increase the number of Wounded Warriors (veterans with *dis*Abilities) participants. Work directly with local Veterans Administration offices for job placement and on-going counseling services to assist Wounded Warriors transition back into the civilian workforce. For FFY2012, the first full year of participation in the Veterans Employment Initiative, nearly 28.4 percent of all new hires were veterans - an increase of 15% from FFY2011.
- Lead project staff in creating a Quality Work Environment (QWE) for workers with *dis*Abilities: conduct employee surveys; collaborate with Workforce Development and community partners to create a support system and referral network for workers with *dis*Abilities; engage workers with *dis*Abilities in program development to improve client services delivery.

- Plan and supervise delivery of annual *disAbility* Awareness Training to Goodwill's professional staff. Coordinate and supervise outreach and training of staff and community partners during Goodwill Week and the National Disability Employment Awareness Month (NDEAM). Serve on Special Events Committee for Annual Gala event including coordinating workers with *disAbilities* to be testimonial speakers, preparing award summaries and testimonial speeches, and coaching workers with *disAbilities* on public speaking. Liaison with NISH regional and national offices on matters affecting *disAbility* awareness. Prepare nomination packets and justifications for workers with *disAbilities* for regional/national award recognition.

Siebel Systems, Inc.

Contracts Negotiator, 11.1998 – 01.2003

- Drafted, negotiated, closed, administered ~\$450M of large standard and complex, non-standard software license and professional services agreements, statements of work, evaluations, baseline agreements, change orders, amendments, in-bound technology licenses, and non-disclosures with Siebel customers, contractors, distributors, system integrators, and business partners under tight deadlines and with limited direction on complex issues.
- Created, reviewed, updated standard contract templates, specialty agreements, contract playbooks, and clauses.
- Analyzed complex issues, review contractual and regulatory data, evaluate alternate solutions, advise senior counsel, recommend feasible courses of action, and develop timetables and processes for completion.
- Translated issues, proposed creative alternative contract language or terms while maintaining an appropriate balance between contractual issues and business risk.
- Escalated to senior counsel as needed with recommendations of alternative solutions and/or action plans.
- Assisted with designing, β -testing, and maintaining legal/contracts intranet. Staff trainer.
- Developed and delivered on-site contracts training to throughout North America, Europe, South America, and Australia.

Sony Signatures Inc.

Mgr. Contracts/Negotiator, 08.1994 – 01.1999

- Managed entire contract process (*drafted, negotiated, closed, administered, monitored compliance, amended*) for standard and complex, public/private sector transactions (*merchandising license and services agreements, statements of work, amendments, technology, real property, non-disclosures*) with Signatures' customers, contractors, distributors, vendors with limited direction and under tight deadlines.
- Negotiated and drafted independent contractor, specialty consultant, subcontractor, distributor, vendor/third party, and general labor agreements for corporate counsel approval.
- Developed and implemented quality pre- and post-contract systems to automate and streamline contract process and proactively monitored contractual and regulatory compliance for 300+ agreements, including creating 2,000+ record shared contracts database outlining deal terms.
- Created, reviewed, updated standard contract templates, contract playbooks, and clauses repository.
- Translated issues, proposed creative alternative contract language or terms.
- Escalated to counsel as needed with recommendations of alternative solutions and/or action plans.
- Created and supervised maintenance of computerized databases for deal forecasting, royalty reporting, profit/loss statements, performance or milestone-based payment obligations, expense reporting, and artist relations.
- Aided in designing and testing Royalty Management System & Lotus Notes. β -tester and database administrator. Staff trainer.
- Developed and delivered on-site contracts training throughout U.S., Europe, South America, Asia, and Australia.
- Chief liaison for U.S. Customs, assisting in enforcement of Signatures' intellectual property rights including preparing cease and desist letters for service. Researched and responded to requests for information regarding companies and products involved in detentions and seizures.

Professional Education & Training

- University of Illinois, Urbana-Champaign, Bachelor of Science, Cellular & Molecular Biology/Biochemistry, 1992
- Virginia Commonwealth University, Continuing Education, Contracts and Compliance, 2003-present
- ***Specialized Training:*** *Contracts Management, Contract Claims Management, FAR Administration, Strategies in Contracts Negotiation, Managing Cost Contracts, Cost Contract Accounting Principles, Research and Contracting Strategies, GSA Contracting Basics, Internal Quality Assurance, Art of Negotiation, Federal Compliance, Problem Solving & Decision Making, Sexual Harassment AB1825 (Trainer), EEO Officer, ADA & disAbility Awareness (Trainer), Leadership (Trainer).*

Professional Awards & Accomplishments

- ***Goodwill*** 'President's Award' for outstanding job performance 2003-11.
- ***Goodwill*** Qualified Trainer in contract compliance, EEO and ADA regulations, management principles, organizational behavior, change management, succession planning, strategic planning, and personnel management.
- ***Goodwill*** Community recognition for '*Opening Doors and Building Opportunities for Persons with Disabilities*' 2003-10
- ***Siebel*** 'President's Award' for outstanding job performance (*1 of 10 annual recipients from ~9,000 employees*) 1998-2001.
- ***Siebel*** Legal/Contracts group international 'MVP' staff trainer and coach, 1999-2001.
- ***Sony*** 'Spotlight Award' for 'Clearly Outstanding Job Performance' (*1 of 25 annual recipients of all US employees*) 1995-98.
- ***Working Mother Magazine*** "Mother of the Year" 2005-06, "Workplace Maverick" 2005-06.
- ***Oakland Tribune & Contra Costa Times*** "Person of Influence" 2006-08, "Community Involvement Award" 2006-08.
- ***City of Albany & Albany Unified School District*** "Volunteer of the Year" 2009-10, ***Boys & Girls Club*** "Valuable Volunteer".
- ***Congressional District 11*** Candidate 2012.

Excellent References Available Upon Request



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

RECEIVED
JAN 25 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 105
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: VASSAR (Last Name) Ashley (First Name) Melinda (Middle Name)

2. Address: 518 (No.) S. Francisco St. (Street) Richmond (City) CA (State) 94806 (Zip Code)

3. Phone: (510) 687-3268 (Call No.)

4. Email Address: lvassar@me.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Some college

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Kennedy High	English I	Yes No <input type="checkbox"/>			English	
B) Contra Costa College	Behavior Science	Yes No <input checked="" type="checkbox"/>	12			
C)		Yes No <input type="checkbox"/>				
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To 10/12/12 Present Total: Yrs. Mos. 0 2 Hrs. per week 16. Volunteer <input type="checkbox"/></p>	<p>Title Security Officer Employer's Name and Address Command Security 9401 San Leandro St Oakland CA</p>	<p>Duties Performed • Sign in twice, • Check employee badges • log in all visits • Patrol Property</p>
<p>B) Dates (Month, Day, Year) From To 09/20/12 Present Total: Yrs. Mos. 0 4 Hrs. per week 20. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Volunteer Accountant Clerk Employer's Name and Address Richmond Police Dept. - Belinda Warner 1701 Regent Blvd Richmond CA</p>	<p>Duties Performed • add material to file records • Create files using excel or microsoft • Add new employees</p>
<p>C) Dates (Month, Day, Year) From To 05/12/12 10/20/12 Total: Yrs. Mos. 0 5 Hrs. per week 40. Volunteer <input type="checkbox"/></p>	<p>Title Dispatcher Employer's Name and Address Overton Security 5616 Bay St. Emeryville, CA</p>	<p>Duties Performed • enter data in call system. • monitor CCTV • File Employee information • answers calls</p>
<p>D) Dates (Month, Day, Year) From To 06/08 09/08 Total: Yrs. Mos. 0 3 Hrs. per week 40. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Summer Intern Clerk Employer's Name and Address Kaiser Permanente. 901 Main Ave, Richmond CA</p>	<p>Duties Performed • typed new files • create new employee files • answered calls, • interview patients add new appointments</p>

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Page 2 of 3

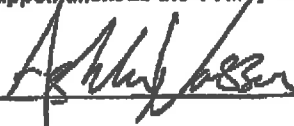
7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name:



Date:

01/25/2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-8270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 108, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

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Page 3 of 3

Ashley Vassar
3132 South Hampton Court #11
Richmond CA 94806
Cell: 510-691-3268
iamavassar@aol.com

OBJECTIVE:

A Talented hard worker with huge experience in Customer Service, Security and in the Medical field. Seeking a position where my extensive experience will be further developed and utilized, by using methods and techniques of dealing effectively with varied groups and individuals under both routine and emergency circumstances.

EDUCATION:

John F. Kennedy High School, 4300 Cutting Blvd, Richmond, CA
High School Diploma, GPA 3.5
Contra Costa College, 2600 Mission Bell Drive, San Pablo CA, 94806
Studying in social services and medical field.
Guard card: #1770927 Expires: 04/13/2014

Relevant Experience:

Security Officer: (November 2012 to Present)

CSC security- Matson Oakland, ca

Sign in trucks and trailers vendors/visitors

Sign in employees

Foot patrol

DAR's & Incident reports

Detex

FedEx(CSC) Screener

X-ray

Patrol warehouse

Rover

Check for half empty bottles

Check for weapons or unauthorized materials

Greeting employees in the lobby

Escorting

Event security: (October 2012 to Present) Seasonal

Admiral Security

⊗ Dispatch

⊗ Screen all visitors with body pats, metal stick, and x-ray machine

⊗ Roving the exterior and interior of location.

⊗ Monitoring visitor activity, enforcing site rules.

Volunteer File Clerk: (September 2012- Present) Richmond, CA

Richmond Police Department

⊗ Add new material to file records, and create new records as necessary.

- ⊗ Answer questions about records and files.
- ⊗ Assign and record or stamp identification numbers or codes in order to index materials for filing.
- ⊗ Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage
- ⊗ Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- ⊗ Find and retrieve information from files in response to requests from authorized users.
- ⊗ Keep records of materials filed or removed, using logbooks or computers.

Security Guard: (May 2012-October 2012) Emeryville, CA

Overton Security

- ⊗ Dispatch
- ⊗ Monitor CCTV
- ⊗ Patrol larger outside malls
- ⊗ Secure all doors
- ⊗ Complete Detex
- ⊗ Deescalate verbal and physical altercations
- ⊗ Work side by side with clients and property management.

Security Guard: (on call)

Double Eagle Protection (Event security) San Francisco, CA

- ⊗ Pat down students
- ⊗ Check intoxicated minors
- ⊗ Escort all faculty and staff
- ⊗ Observe & Report student activities
- ⊗ Secure all doors and exits

Customer Services Rep: (Aug 2011- May 2012) San Leandro, CA

Check 'N Go

- ⊗ Sale products and add on products
- ⊗ Cashier
- ⊗ Process loans
- ⊗ Safe Access
- ⊗ Make bank deposits

Cashier and Security: (2011 season) Vallejo CA,

Six Flags Discovery Kingdom

- ⊗ Add on products and sale products
- ⊗ Cashier at front gate (admissions)
- ⊗ Greeting customers
- ⊗ Directing into correct areas
- ⊗ Guarded gates for access
- ⊗ Observed and reported suspicious activity

Environmental Services Intern: (Jun 08 - Aug 08) Richmond, CA

Kaiser Permanente

- ⊗ Typed, filed

Ashley Vassar references

Morris Warner, Jr.
Support services assistant admin at Kaiser Permanente
Office# 510-307-3086
Cell# 510-867-4834
Email: Morris.Warner@kp.org
Known for 3years

Briyana Baker
Security officer with Expressions College
Cell# 510-938-9346
Email: briyanabaker90@gmail.com
Known for 6years

Belinda Warner
Sr. Accountant with Richmond Police Department
Cell# 510-334-9721
Email: busybee1@yahoo.com
Known for 10years

- ⊗ create new employee folders, _copy documents/labels
- ⊗ answer phones/kept track of messages
- ⊗ set up meeting rooms/create packages for meetings
- ⊗ interview patients for patient surveys
- ⊗ Discharge patients

Youth Clerical Worker [Volunteer] (Jun 07 - Jan 08) Richmond, CA New Greater Faith, C.O.G.I.C.

- ⊗ Filing, church records, bank statements, new membership information;
- ⊗ Enter addresses and phone numbers for new members in church database;
- ⊗ Mentor youth in praise/worship,
- ⊗ Work with the church mission in the outreach programs (organizing food baskets for the needy, toy drive)

SKILLS:

Word, PowerPoint, Excel



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

RECEIVED
JAN 25 2013
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Weir, Jack Edward
 (Last Name) (First Name) (Middle Name)

2. Address: 31 Banbridge Place, Pleasant Hill, CA 94523
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (925) 934-7220 home (925) 899-4298 cell
 (Home No.) (Work No.) (Cell No.)

4. Email Address: jweir39@aol.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: COURSE WORK, PRACTICUM TOWARD PsyD

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco	Business	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BS	1995
B) John F Kennedy University	Org'l Transformation	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		MA	1997
C) Professional School of Psychology	Doctor of Psychology	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	40			
D) Other schools / training completed: <u>Institute for Certification of Computer Professionals</u>	Course Studied: <u>computer systems, hardware + software</u>	Hours Completed: <u>as required</u>	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>12/4/10</u> To <u>Present</u> Total: Yrs. <u>2</u> Mos. <u>1</u> Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Vice-Mayor</u> Employer's Name and Address <u>City of Pleasant Hill 100 Gregory Ln Pleasant Hill CA 94523</u></p>	<p>Duties Performed <u>-City Council member -Director, Contra Costa Central Transit Authority -Representative, ABAG -Representative, League of California Cities</u></p>
<p>B) Dates (Month, Day, Year) From <u>1995</u> To <u>Present</u> Total: Yrs. <u>17</u> Mos. <u></u> Hrs. per week <u>50</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Principal - owner</u> Employer's Name and Address <u>Change for the Better Consultancy 31 Banbridge Pl Pleasant Hill CA 94523</u></p>	<p>Duties Performed <u>CEO; principal consultant and project manager; business consulting and information systems projects</u></p>
<p>C) Dates (Month, Day, Year) From <u>Jan 03</u> To <u>Jun 03</u> Total: Yrs. <u></u> Mos. <u>7</u> Hrs. per week <u>50</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Chief Technology officer</u> Employer's Name and Address <u>SABCO Electrical, Inc 1221 N. Market Blvd Sacramento, CA 95834</u></p>	<p>Duties Performed <u>Responsible for development and operation of all computer and information systems.</u></p>
<p>D) Dates (Month, Day, Year) From <u>1997</u> To <u>2002</u> Total: Yrs. <u>5</u> Mos. <u></u> Hrs. per week <u>50</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>CEO</u> Employer's Name and Address <u>Toward Better Systems, Inc 31 Banbridge Pl Pleasant Hill, CA 94523</u></p>	<p>Duties Performed <u>Founder and CEO; responsible for business development, contract negotiation and project management oversight</u></p>

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7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?
No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Jack Shin Date: January 24, 2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen? *yes*
2. Are you registered to vote? *yes*
3. Are you a resident of Contra Costa County? *yes* *Please see separate sheets and resume.*
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

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Application – Contra Costa County Clerk-Recorder;
Supplemental Questionnaire; Jack Weir

1. Are you a United States citizen? YES
2. Are you registered to vote? YES
3. Are you a resident of Contra Costa County? YES
4. Describe those public or private sector positions which best qualify you for the County Clerk-Recorder position:
 - a. Council Member, City of Pleasant Hill; stipend \$7K annually; 2 years; successfully planned and executed first-time election campaign; top vote-getter; serving as vice-mayor currently; hearing and resolving resident concerns and complaints, working with city staff and fellow council members; represent city on various government agencies, including Central Contra Costa Transit Authority, ABAG, League of California Cities; Economic Development, Nominating, Flood Control, City Attorney Services city council committees; familiar with development and application of ordinances, codes; application of state laws; hearing appeals
 - b. Long-time local elections officer serving as Inspector and Clerk; never turned a voter away; never missed a clean closing. Operated with zero tolerance for sloppy work; every vote was counted.
 - c. Chief Technology Officer, SASCO Electrical, Inc.; \$125K plus \$50K guaranteed bonus; 6 months in 2003; responsible for development of new information and communications systems, construction and implementation of new state-of-the-art computer center; executive level management over departments and teams of information systems and communications technicians and managers
 - d. Founder and Principal Consultant (retired), CHANGE FOR THE BETTER Consultancy; \$50-100K per annum; 1995 to 2007; designed and managed projects to achieve positive change in various for-profit and non-profit organizations, using visioning, strategic planning, team-building, communications and systems analysis techniques; certified Future Search Facilitator
 - e. Co-Founder and CEO (retired), TOWARD BETTER SYSTEMS, Inc.; \$125-150K; 5 years; negotiated contracts with large clients for new information systems software; managed teams of developers to define and implement new systems; designed quality testing standards
 - f. Director of Data Systems (retired), Pacific Telesis Group, Inc.; \$100K; 1983-1996; responsible for development, implementation and management of all information systems for new Holding Company, including system security
 - g. Manager of Property Records, Pacific Telephone, \$100K; 4 years; responsible for management and accounting for all property records for Pac Tel in Northern California – poles, wire, cable, motor vehicles; constructed new computer center for regional processing of all disbursement accounting property, employee and payroll records.

5. I am quite familiar with the long service provided by the incumbent, and have discussed issues involved with the office and departments for years as fellow professionals. The incumbent deserves to be proud of the reputation of the office. There are opportunities to continue the process of improvement, an area in which I am very accomplished.

a. Strengths:

- i. I am very experienced and capable in a wide range of organizational issues, including strategic visioning and goal-setting, specific action plans and targets, team-building and leadership development, mentoring, performance evaluation and redirection, compensation and reward administration, vendor and union contract negotiation.
- ii. I possess strong experience in data processing and information systems development and management. I am very familiar with digitization of data, and development and management of data classification and retrieval functions. I understand the entire life cycle of software development and underlying methodologies. I am a Certified Data Processing Professional (CDP), who has contributed to the certification examinations conducted by the Institute for the Certification of Computer professionals (ICCP).
- iii. Very experienced in business continuity - disaster prevention and data recovery planning and execution. Developed and implemented "hot site" facilities and measures that allowed Pacific Telesis Group to recover and resume critical computer systems within hours of Loma Prieta shutting down San Francisco. I fully understand the importance of protecting the county's records, and being able to recover from any disaster with minimum loss of time or resources.
- iv. I am a very strong leader, both on terms of organizational and employee development. I believe in a balance of participative and directive management, encouraging and allowing risk-taking at the lowest practical level, with safeguards in place to reduce disaster. People like working for me, and are very loyal. I earn their respect by my actions, rather than by my position in the organization.
- v. I am a listener, and am very skilled at facilitating communications at the "meaning" rather than rhetorical level. I don't let ego (mine or others) interfere with the possibility of high quality outcomes, even if they don't align perfectly with my own views. Being effective is more important than being right.
- vi. I delegate readily, agreeably and successfully. Our solutions don't have to be my idea. I praise and distribute credit for success very generously. I take full responsibility for failure immediately and without qualm. I do not seek or expect perfection in others.

b. Weaknesses:

- i. I have to guard against taking on too much. I'm interested in almost everything around me, but I have only so many hours a day available to do work.
 - ii. I have to strive to balance work and private time. I won't let even a full-time job take over my life.
 - c. Timing of Change:
 - i. If appointed, I will assess the organization, hopefully with the assistance of the incumbent, and if any significant near-term change seems necessary and is not already planned, I will assemble a team of department heads and key personnel to lay out plans.
 - ii. My basic approach is to build an organizational climate of constant process improvement, which I know can work very successfully with and for all stakeholders – clients, customers and employees. Over time, my key managers and I will craft an approach that preserves the best of what's already in place, with the possibility of new initiatives.
- 6. Aside from my experience as a local elections officer for years, and my experience as a candidate for public office, and my general experience as a customer of the various services provided by the Clerk/Recorder/Registrar's office, I have years of conversations with the incumbent to inform me. I am also a Deputy Marriage Commissioner, and have performed three ceremonies, a service I take very seriously and enjoy thoroughly. As my decision to apply for this position is fairly recent, I am currently assembling an intensive orientation review program to prepare me to take office April 1st. I will consult the secretary of state's department, the Elections Code, the Fair political Practices Act, the California Public Records Act, the Education Code and all other resources appropriate. I will research courses available to jump-start the process, and will give myself a few months time allowance. I will not hesitate to seek helpful information wherever available.
- 7. I am prepared to plan to seek re-election in 2015.
- 8. I do consider this position to be a full-time position, and will resign my city council seat and all other civic assignments if appointed.
- 9. Summary:
 - a. I have a great deal of successful experience, knowledge, skills and abilities that directly apply to this position.
 - b. I am a successful executive level leader, planner, manager and team-builder.
 - c. I am non-partisan in my civic life, and will continue the non-partisan character of this position.
 - d. This position is critically important to our county, and requires a highly capable person.
 - e. I am a highly capable person, and I need a demanding and rewarding position at this stage of my professional life.
 - f. This job and I are a very, very good match. I will make it work well for all involved.

JACK WEIR, MA, CDP

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Summary

Experienced senior executive and professional systems consultant, with a strong focus on helping organizations excel in their vision, goals and business system operations. Extensive background in information systems (IS) development; business planning and management; business continuity and security; and organizational leadership development, motivation, and communications efficiency.

Professional Experience

- **Vice-Mayor and Member, Pleasant Hill City Council; 2010 – Present**
 - Former Chair, Redevelopment Agency; Committees: Economic Development, Flood Control Task Force, Interviews and Nominating; representative to ABAG, League of California Cities, John Muir Community Health Fund, Central Contra Costa Transit Authority, TRANSPAC
- **Principal Consultant and President, CHANGE FOR THE BETTER; California; 1995-Present**
 - Sole Proprietor organizational consultancy; IS and organizational work; Clients include *Oakley Unified School District, Dorris-Eaton School, JFK University, Rocky Mountain Methodist Conference, New Directions Counseling Center, et al*
 - Principal project management consultant for \$60 million mansion construction project, providing planning methodology and team structure; successfully created and incorporated two new subsidiary companies
- **Chief Technology Officer, SASCO Electrical, Inc.; Sacramento; January-July 2003**
 - Developed centralized IS infrastructure for largest sole proprietor electrical contractor in US, \$100M+ firm; developed professional IT organization; designed and constructed state-of-the-art client demonstration computer center
- **Principal and CEO (retired), Toward Better Systems, Inc.; Bay Area; 1997-2002**
 - Business consultancy; IS systems, organizational systems, Y2K; Clients include *SBC Communications, Pacific Bell Wireless, Verizon Wireless, Alameda County Mediation Services, McKesson, Market Search Consultants, et al*
 - **Sample of engagements:**
 - *California Department of Corrections (DOC)* - conducted an assessment of the professional and technical competency of DOC's internal IS staff, at the direction of the California legislature, following the failure of a \$300M computer project; *Client IS management fully supported consultant's report.*
 - *Schlage Locks, Inc.* – conducted an assessment of quality assurance processes, and of the effectiveness of communications between company management and IS technical workers; *management team took the report and recommendations to Schlage's board.*
 - *Mathey-Johnson Precious Metals, Inc.* - performed an assessment of IS goals, mission, systems architecture, customer service function (help desk) and staff organization. Upon acceptance of the assessment report and recommendations, recruited and oriented new IS Technical Manager and staff.
 - *SBC Communications* – wrote corporate “Information Systems Disaster Recovery Policy”, embracing all computer systems and data warehouses.
 - *Pacific Bell* – led project team to scope and develop revolutionary new sales compensation software system (COAST), now being rolled-out on SBC corporate basis; *this project has the potential to save SBC tens of millions of dollars.*
- **Director of Data Systems (retired), Pacific Telesis Group (Holding Company); San Francisco; 1983-1996;** provided leadership for and managed the development of computer and information systems (IS) capability for a new post-AT&T divestiture holding company, including:
 - Platform strategy – central storage, client/server schema, network topography. *Start-up computer facilities were scoped, designed, contracted, installed and operational in less than 30 days from formation of new holding company development team, a Hewlett-Packard (vendor) company record.*

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- Computer Center – designed new facility inside existing office high-rise, including physical security, climate control, UPS, fire control. *First ever exemption by SFFD from standing water requirement, due to innovative chemical suppression system. HP site recognition award.*
- Disaster recovery – hot-site, data backup and storage; *following the Loma Prieta earthquake all systems under SLA contract were recovered and fully operational at remote site in less than 30 minute target.*
- Security – physical computers, data access, system access, network access (telecommuting, mobile remote access); *several industrial espionage attempts were detected, identified and referred for prosecution.*
- Hardware standards – desktops, laptops, network components and protocols.
- Software development methodologies, version control, quality assurance; *no user operation was ever disrupted by a software release or hardware upgrade during this tenure.*
- Full service 7-by-24 user help desk, including:
 - Call-in acknowledgement and resolution targets and tracking
 - Multi-tier escalation and management notification process (including vendor management)

(continued)

- Technician dispatch, on-site or remote to satellite or home offices
- User notification in the event of major emergencies, failures or interruptions
- Executive level support process (dedicated), including executive secretaries and home systems; *several affiliate officers chose to become holding company employees to obtain our services*
- User orientation and training, including custom on-line vendor support
- System use policies and rules, including e-mail, data storage and confidentiality and telecommuting guidelines; *successfully conducted first corporate trial of employee telecommuting; implemented first corporate obsolete equipment employee-purchase program*
- Negotiation of Service Level Agreements (SLA) and IS budgets with user departments and divisions. *All user departments were free to obtain IS services elsewhere; all user departments chose internal support, and all renewed SLAs annually every year; customer satisfaction surveys annually reported 95+% positive results; user departments frequently donated extra bonus funds for IS staff.*
- Formed and led the corporate inter-department IS coordination and information council.
- Developed approach for building and maintaining IS staff skills and knowledge, including:
 - Professional positions – software engineer, network designer, data modeler, programmer
 - Technical positions – computer operations, network support, help-desk analyst, PC technician, security administrator, system administrator
 - Qualification (including testing) and compensation program for IS staff
- Developed “overall cost of ownership” model for IS planning and multi-year budgeting for:
 - Hardware acquisition and maintenance
 - Software development and maintenance

Other Professional Experience

- Responsible for payroll and employee records for 100,000 employees
- Developed critical accounting systems, which ran for many years beyond their intended life
- Introduced software development methodology, and life-cycle framework
- Led design, construction, computer and network installation of stand-alone computer center; responsible for security, power and HVAC systems, recruitment and training of operations staff; *trialed and initiated first 4X10 and 3X13 shift schemes, promoting strong retention*
- Principal in population reform organization, *ThinkPopulation.org*.

Education/Certifications

- **BS, Organizational Behavior, University of San Francisco (with honors)**

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- **MA, Organizational Transformation, John F. Kennedy University (with honors)**
- **PsyD Doctoral Program, Professional School of Psychology (on leave)**
- **Certified Data Processor (Senior Management Professional Certification) - ICCP**

Other Experience

- **Adjunct Faculty, John F. Kennedy University, School of Management**
- **Certified Future Search Conference Facilitator**
- **Former Chairman of the Board (pro bono), New Directions Counseling Center, Concord**
- **Former Director, Alameda County Mediation Services Agency**
- **US Army, Military Communications, Cryptography; Army Commendation Medal**