



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one:

☐ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☐ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Shailaja Dixit

San Ramon, 94582

Email:

Phone:

Shailaja Dixit

Strengths Client advocacy, program development, community outreach

Positions Held

- LIGHT Program Coordinator (July 2017-current), SAVE (Fremont, CA)
- COPS Advocate (February 2017- June 2018), SAVE (Fremont, CA)
- Development Assistant (September 2016- September 2017), SAVE (Fremont, CA)
- Programs Director (2015-July, 2016), Narika (Berkeley, CA)
- Client Advocate, (April, 2015-July, 2016), Narika (Berkeley, CA)
- Self-Empowerment and Economic Development Manager (SEED), (2014), Narika (Berkeley, CA)
- Independent Market Research Consultant (2013), (San Ramon, CA)
- Director of Operations (2012), Javelin Strategy & Research (Pleasanton, CA)
- Research Director (2009-2011), Javelin Strategy & Research (Pleasanton, CA)
- Associate VP of Custom Research (2007-2008), GFK Market Measures (Princeton, NJ)
- Senior Research Manager (2004 – 2007), TNS Healthcare (Owings Mills, MD)
- Independent Consultant (2003), TNS Healthcare & TNS Jstreet (Owings Mills, MD)
- Project Manager (2001 -2003), TNS Healthcare (Owings Mills, MD)
- Senior Analyst (2000-2001), TNS Healthcare (Owings Mills, MD)

Other Accomplishments

- Completed CA Domestic Violence and Sexual Assault Training from Tri Valley Haven
- Completed Non Profit Management Training for Senior Level Directors, from CompassPoint
- Co-founded registered non-profit Rewire Community
- Languages: Hindi, Punjabi

Education

- **Master of Arts in Mass Communications Majoring in Advertising Management**

GPA 4.00, University of Florida, Gainesville, FL 1998-2000

Master's Thesis: (Qualitative Research) *"Knowledge, Attitudes And Beliefs Regarding Family Planning Among Slum-Dwelling Women: Implications For The Development Of Effective Channels Of Information, Education And Communication"*

- **Post Graduate Diploma in Advertising and Marketing, Sardar Patel College, India '97- '98**

Thesis: (Quantitative Research) *"Acceptance Of Advertisements Regarding Contraceptives Among Urban, Educated Women"*

- **Bachelor of Arts (Japanese Language), Jawahar Lal University, India '94-'97**

Publications

Dixit, Shailaja and Debbie Treise (2001) *"Knowledge, Attitudes and Beliefs about Family Planning in Delhi: Implications for the Development of Effective Channels of Information, Education and Communication"* Presented at International Conference Proceedings of the American Academy of Advertising, 2001 Asia-Pacific Conference, American Academy of Advertising, 56.