

## Application Form

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### Profile

Martha

First Name

A

Middle Initial

Carter

Last Name

Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 5

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### Education

Select the option that applies to your high school education \*

High School Diploma

College/ University A

Name of College Attended

Los Medanos Community College

Degree Type / Course of Study / Major

Journalism/Communications/Theater/Liberal Arts

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

UC Berkeley

**Degree Type / Course of Study / Major**

Media Studies -Current Student

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Alcohol and Other Drugs Advisory Board: Submitted

**Seat Name**

3

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

Yes  No

**If you have attended, how many meetings have you attended?**

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

As a formerly incarcerated African American Grandmother, wife and scholar it is my responsibility to the communities I represent to be in a responsible environment to serve those communities by giving of myself in service. There could be no better way to serve that to be a part of this committee

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## **Qualifications and Volunteer Experience**

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

Yes  No

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

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

(1) Founded Youth Readiness Program for Youth a 501 c 3 in 1996 in Alameda County when AFDC was transitioned into TANF (2) Mentor and advocate for the re-entry populations attending Los Medanos College as founder of CORE a campus club that conducted restorative justice practices and established a safe space for tutoring and support. (3) Current CAB member and Vice Chair for the Policy and Budget Committee

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

Resume attached

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[Upload a Resume](#)

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## **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

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

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

Yes  No

If Yes, please identify the nature of the relationship:

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Please Agree with the Following Statement

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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 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.

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I Agree

# Martha A. Carter

Pittsburg, CA 94565

## Administrative Support Professional

### Profile

Administrative support professional with over 20 years' experience. Office management skills and proficient in Microsoft Office programs. Strong planner and problem solver who readily adapts to change works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

### Education University of California Berkeley

### Los Medanos College - AA Liberal Arts, Communications, Journalism and Theater

### Key Skills

Office Skills:	Office Management Records Management Database Administration	Spreadsheets/Reports Event Management Calendaring	Front-Desk Reception Executive Support Travel Coordination
Computer Skills:	MS Word MS Excel MS PowerPoint	MS Outlook MS Access HBS Timekeeping Suite	10 key calculators by touch 60 wpm

### Experience

#### Student University of California Berkeley Los Medanos College

2019-current  
2015-2018

First African Methodist Episcopal Church of Oakland

2011-2012

#### Executive Assistant to the Senior Pastor

As the Executive assistant to the senior pastor, responsibilities include maintaining the daily operation of the administrative office. Tasks include scheduling counseling session, screening telephone calls, making detailed travel arrangements, and preparations for the Sunday worship services. The position is also responsible for Preparation of PowerPoint presentations for two Sunday morning services and the Wednesday evening Bible Study. Additionally, responsible for various committee meetings, Board of Directors, Stewards and Trustees.

Kelly Services, San Francisco, CA

Ework, San Francisco, CA

2008-2009

U.C.S.F Medical Center - Mount Zion Hospital

#### Human Resource Liaison- Payroll and Personnel - Pharmaceutical Services - In Patient Pharmacy

Supported the Pharmaceutical Department as Human Resources Representative for 227 Pharmacists and Pharmacy Technicians. Was responsible for using HBS Timekeeping System to process bi-weekly payroll for the pharmacists, pharmacy technicians and administrative staff. Was responsible for developing and implementing a new Records Management system for Pharmaceutical Services Department personnel files. Maintained access data base for Pharmacists and technician's licenses, pharmaceutical certifications, CPR certification and continuing education curriculum.

United Food and Commercial Workers Local 5

Martinez, CA

2006 to 2008

#### Administrative Support

As administrative support professional, provided clerical support, for the union attorney, and union representatives. Filed labor grievances for the union members and prepared board of adjustment hearings grievances with Labor Relations Departments for various grocery stores the union represents. Maintained and distributed the negotiated contracts for each grocery store including the editing, printing and binding of negotiated contracts. Collected dues from union members, enrolled new union members and explained membership, contract and health care benefits.

OAKLAND COMMUNITY HOUSING, INC. - Oakland, CA

1994 to 2006

#### Office Manager

As office manager provided clerical support for the Executive Director and his assistant in addition to interacting with the Board of Directors. Took minutes and transcribed those minutes for the board of director's meetings along with meeting resolutions. Coordinated and assisted in fundraising events for the organization. Proposed and produced Policy and Procedure Handbook for the administrative and property management offices of Oakland Community Housing, Inc. Developed summer workshops. Provided seminars directed at personal development, and the training of interns and new staff.