

Application Form

Profile

BOLSTON

First Name

JONES

Middle Initial

Last Name

Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Walgreens Pharmacy

Employer

Pharmacy Technician

Job Title

Length of Employment

9 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

5 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Planning Commission: Submitted

Seat Name

Bolston Jones

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Master's EMPA, UI

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Minnesota

Degree Type / Course of Study / Major

Communication-Media Studies-BA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

It is my hope to serve on either the Legislation Committee, Planning Commission Board or the Equal Opportunity Advisory Board when a vacancy(s) becomes available because I have a passion to be part of Contra Costa County economic growth and development and act as a liaison for the residents of Contra Costa County to have a voice for cit

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

Master's Degree- Golden Gate University- EMPA, UI. Bachelor's Degree- Communication and Media Studies Contra Costa County Elections Department

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I have a work schedule but can work around to meet the meetings shceudle

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

San Francisco Food Bank-Volunteer PTCB Advisory Council California Pharmacy Association Advisory Committee

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

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?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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.

I Agree

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 2021/234, 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:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

BOLSTON JONES

Santa Barbara, CA | [REDACTED] | LinkedIn

PUBLIC SERVICE – Executive Administration at the Local Levels –Pharmacy Healthcare Administration

PROFESSIONAL PROFILE

Dynamic, public service-motivated professional with a myriad of transferrable skills, proficiencies, and competencies that span a broad spectrum in public service, community/local agencies, and the private sector. Proven aptitude for utilizing strategic methodologies and research-based mentality to effectively apply creative problem-solving skills in customer service/relations, research & data analysis, and overall program oversight. Excels as a knowledgeable trainer, mentor, coach, subject matter expert (SME), and resource for associated federal, state, city, local, corporate, and state processes, regulations, and requirements. Demonstrates proficiencies in customer acquisition, retention, service, administrative operations, and office administration, ensuring adherence to and expanding all departmental processes.

KEY SKILLS & COMPETENCIES

Public Service Administration | Client Relationship Management | Customer Service, Retention, & Loyalty
Pharmacy Technician & Program Manager | Administrative Operations | Retail Operations | Communicator & Collaborator
Inventory Management | Facility Management & Operations | Purchasing & Procurement | Program Management

RELATED PROFESSIONAL EXPERIENCE

City of /Santa Barbara & Dublin, CA.

2019 to Present

RECREATION LEADER II-IV

Functions as a Recreational Leader in Public Service for the City of Dublin, focused with inspecting activity areas and related equipment, drafting written reports of damage to equipment or facility, and recommending maintenance and repair.

Key Responsibilities & Accomplishments:

- Applies extensive expertise in compliance and regulations by enforcing safety rules and associated regulations, maintaining orderly participant conduct.
- Conducts arts & crafts activities for grades K-5, fostering and expanding community relationships.
- Actively maintains participant professional conduct, demonstrating customer service & relations, collaboration, relationship development, and active listening skills.

Walgreens | Goleta, CA

2006 to Present

PHARMACY TECHNICIAN

Presently serves as an On-Call Floating Pharmacy Technician for various Walgreens in California.

Key Responsibilities & Accomplishments:

- Proactively provides medication and health care products to consumers, demonstrating active listening and communication expertise by aligning customer needs with available products and services.
- Diligently prepares prescribed medications for patients.
- In a client-driven role, triages phone calls for pharmacists, facilitating positive relations and ensuring all questions are routed appropriately.
- As an administrative professional, effectively balanced inventory, procured needed items, and ensured a well-stocked facility.

Election Office | Martinez, CA

2020

ELECTION CLERK-Seasonal

As a Public Administrator, performed extensive customer service, brand development/expansion, and overall marketing/advertising in public service.

Key Responsibilities & Accomplishments:

- Represented the local Election Office in a positive light by locating and finding volunteers to work at the polls on Election Day, serving as a Representative at a Regional Early Voting location.
- Proficiently assisted in the assembly of polling place supplies and testing voting equipment.
- Proactively extracted and prepared ballots for Election Day voting.

RELATED PROFESSIONAL EXPERIENCE - continued

Heald College | San Francisco, CA

2010 to 2015

Program Director/Instructor – Pharmacy Technician Program

As a Pharmacy Technician Program Instructor/Director held responsibility for the organization, administration, continuous review, planning, and general effective of the program.

Key Responsibilities & Accomplishments:

- Successfully secured and assigned externship sites for pharmacy technology students.
- As a Subject Matter Expert (SME), lectured on pharmacy law, intravenous medications, and calculations.

Stanford Hospital and Clinics | Palo Alto, CA & San Francisco, CA

2001 to 2006

CPHT-Pharmacy Technician

Ensured accurate and quality preparation of anesthesia trays for the operating room as well as intravenous solutions for CCU/ICU and chemotherapy treatments.

Key Responsibilities & Accomplishments:

- Gained expertise and certifications with Pyxis Automation, Omni-Cell, and PhaSeal.
- Delivered and prepared TPN solutions with proper unit dose medication.

EDUCATION

Executive Master's Public Administration/Urban Innovations (EMPA) | *Golden Gate University*; San Francisco, CA
BACHELOR OF ART's – Broadcast Communication/Media Studies (BA) | *University of Minnesota*; Minneapolis, MN