

ALEX SANDOVAL

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June 19, 2013

University of California, Davis
Employment Office
Davis, CA 95616

RE: MANAGEMENT SERVICE OFFICER IV

Dear Sir/Madam: I was excited to find your advertisement in the UC Davis Website for a Management Service Officer IV for UC Davis. I couldn't wait to submit my curriculum vitae, which is enclosed for your review. I currently serve as Chief Executive Officer and President for PRO WIN PMC, a busy public affairs, media relations, campaign management, marketing solutions, and small business consulting firm, where I provide leadership in the implementation of the company's corporate charter, and continue to support community engagement efforts in both current and strategic planning efforts. My strengths are in regulatory and governmental affairs; knowledge of company compliance with regulations and laws pertaining to business; knowledge of federal, state, and local regulatory agencies and personnel on specific issues affecting business; advising companies on regulatory aspects and climate affecting proposed activities; retail management including customer service leadership; policy implementation; sales and inventory management; employee staffing, training and development; sales building and merchandising; financial management; operations management; loss prevention; district manager responsibilities; human resources; leadership and commitment to customer service; continuous improvement and outcome based management.

UC Davis would benefit from my administrative and managerial skills. I offer:

- ☐ Fifteen years of increasingly responsible professional experience providing exceptional customer service at all times; responding to customer complaints and comments; ensuring standards for quality, customer service and health and safety are met; staff retention and reduced staff turnover through consistency of staff management; dealt sensitively with staffing issues, colleague complaints and queries; interviewing potential staff; conducting appraisals and performance reviews; providing or organizing training and development; and resolving health and safety, legal and security issues.
- ☐ Provided P & L Reporting, budget and financial planning, analyzed sales figures and forecasted future sales volumes to maximize profits; excellent communication and organizational skills; updated colleagues on business performance, new initiatives and other pertinent issues; multi-tasked and prioritized, analyzed and interpreted trends to facilitate planning; motivated and managed my team and my own workload effectively to meet targets, increased sales and ensured efficiency.
- ☐ Provided management assistance and support; analyzed and implemented policies and procedures; conducted research and provided recommendations; responded to and resolved public inquiries and complaints; researched and analyzed special projects and policy initiatives; and managed community outreach and economic development, including at least five years of supervisory experience.
- ☐ Senior management level experience as a professional planning and community development manager with the County of Sacramento, Natomas CPAC.
- ☐ Master's degree in public administration from the University of Southern California, School of Policy, Planning, and Development with major coursework in planning and urban development.
- ☐ Possession of a valid Class A California Driver's License.
- ☐ Computer proficiency, including a solid foundation in MS Office Suite, Word, Excel, PowerPoint, Outlook, Access, QuickBooks, and Internet Explorer.
- ☐ Knowledgeable generalist with strong verbal and written communication and leadership skills and a high level of personal integrity and professionalism.

I am confident that I would be able to organize and manage your UC Davis Department to create a

smooth-running office. If you agree that my qualifications and passion for UC Davis would make me a strong addition to your team, please call me at (916) 265-3496 or email alexsandoval@att.net to set up a meeting. Thank you for your time, and I look forward to hearing from you. Sincerely,

Alex Sandoval

Enclosure: Curriculum Vitae
Professional References

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MANAGEMENT SERVICES OFFICER IV

PROFESSIONAL / CAREER OBJECTIVE

Aspire to achieve a responsible, challenging position as a Management Services Officer IV for the UC Davis, where I can skillfully apply my abilities to enhance the managerial work of the UC Davis and help contribute towards organization growth and development.

EXECUTIVE HIGHLIGHTS / MILESTONES

Motivated, personable, and accomplished CEO & President with over 20 years of perceptive, results-orientated leadership experience in both formal government and corporate settings; for the past five years managed the PRO WIN PMC, through a high growth period as its CEO & President; broad base of demonstrated transferable skills, with a proven track record in each discipline, and a passion for responsibility and accountability; a recognized problem-solver with a solid background in economic development/revitalization, governmental planning and land use/zoning, logistics, maintenance, and operational management and in leading cross-functional improvement initiatives along with cost, schedule, and performance analysis; unsurpassed attention to detail and span of control capabilities with a proven ability to turn projects around that are behind schedule and over budget; highly adept at management of limited resources in the face of budgetary constraints; talent for quickly mastering technology – recently completed a Microsoft Office Suite certificate course; diplomatic and tactful with professionals and non-professionals at all levels; accustomed to handling sensitive, confidential records; demonstrated history of producing accurate, timely reports meeting stringent industry guidelines; a proven creative/forward, strategic thinker and organizational innovator with exceptional people skills; comfortable motivating and supervising culturally diverse work forces and interfacing with the media; flexible and versatile – able to maintain a sense of humor under pressure; poised and competent with demonstrated ability to easily transcend cultural differences; thrives in deadline-driven environments; excellent team-building skills; a published writer and versatile Executive with a strong sense of vision, purpose, and direction; reads, writes, and speaks Spanish fluently. Strongly supportive of many human social movements that have occurred throughout history: human rights, racial equality, gender equity, environmental justice, consumer behavior, labor relations, conservation, and sustainability, to name a few.

AREAS OF EXPERTISE

Relevant areas of knowledge and skills are:

• Accomplished Spokesperson	• Health and Wellness Programs	• Project Management & Delegation
• Accreditation Audits / Reviews	• High Stakes Negotiations	• Project Planning & Scheduling
• Acquisitions / Mergers	• Hiring and Training	• Property Evaluation & Analysis
• Benefits and Administration	• Human Resources Management	• Public Approvals / Tax Districts
• Billing, Collections & Cash Management	• Information Technology	• Public Relations & Media Affairs
• Budget Planning & Administration	• Infrastructure Development	• Quality Assurance Control & Standards
• Budget & Sales Forecasting	• International Relations	• Real Estate & Construction Management
• Business Process Reengineering	• International Strategic Alliances	• Regulatory Compliance Management
• Career Assessments	• Investment Alternatives &	• Revenue Enhancements

	Due Diligence	
• Cause-Effect Problem Solving	• Investor & Lender Relations	• Rezoning, Annexation, Site Analysis, HOA & Entitlement
• Change Management	• Key Partnership Development	• Risk Management
• Compensation Plan Designs	• Land Development Management	• Sales & Marketing Leadership
• Consultancy Development	• Large Scale Change Management	• Senior Level Recruiting and Coaching
• Consumer Products	• Manager/Motivator	• Severance Package Development
• Contract Negotiations & Strategic Alliances	• Market Identification	• Shareholder Value Gains
• Corporate Buy/Sell	• Marketing & Sales Performance	• Staff Supervision & Development
• Corporate Development	• Matrix Management	• Start Up and Turnaround Operations
• Corporate Succession Planning	• Mentoring & Coaching	• Start-Up Organizations
• Corporate Vision	• Methodology Development	• Strategic Business Planning
• Cost Controls & Reductions	• Multi-Unit, Themed & Mixed-Use Developments	• Strategic Leadership
• Documentation Reviews/Rewrites	• New Product Launches	• Strategic & Long-Range Planning
• E-Commerce Initiatives	• New Systems Design & Development	• Strategic Partnerships
• Economic Development	• Operations Management	• Strategic Planning & Land Acquisition
• Emerging & Advanced Technologies	• Operations & Process Reengineering	• Strategy, Vision & Mission Planning
• Employee Lawsuit Avoidance	• Organizational Change	• Supply Chain Management
• Employee Relations	• Organizational Development	• Tactical Market Planning
• Entrepreneurial Leadership	• Organizational Restructuring	• Talent Acquisition
• Environmental Abatement	• Orientation Program Leadership	• Talent Management
• Equity & Debt Capital	• Payroll	• Team Building & Performance Improvement
• Executive Training & Development	• Performance Measures	• Team Building, Mentoring & Leadership
• Federal, State and Local Laws	• Policy & Procedure Development	• Technology Development
• Finance, Budgeting & Cost Management	• Process Improvement & Reengineering	• Total Quality Management
• Fiscal Responsibility	• Problem Solving & Change Management	• Union Labor Agreement Negotiations
• Full P&L Responsibility	• Production Control	• Visionary Leadership
• Global Product Management	• Profitability & Cost Analysis	• Wetlands & Environmental Protections
• Global Strategic Alliances	• Pro Forma Projections	• Workers Compensation

• Governmental Planning & Zoning	• P&L Management	• Workshop & Seminar Design & Facilitation
• Government Regulations & Relations	• Programs, Services & Products	• World Class Business
• Grant Writing & Monitoring	• Program Design & Development	

professional Experience

**Campaign Organizer, DIRECT CONNECTION CAMPAIGN SERVICES CALIFORNIA, Los Angeles, CA
03/12/13 to 04/30/13**

Electoral Campaigns • Member Engagement and Mobilization • Building Grassroots Power:

As a Campaign Organizer for the NATIONAL UNION OF HEALTHCARE WORKERS-CALIFORNIA NURSES ASSOCIATION (NUHW-CNA), a dynamic, action-oriented union of over 70,000 healthcare workers throughout California. Effectively communicated the Union's vision. Moved members to action. Identified and developed leaders. Promoted the Union's culture of member engagement and leadership development among staff and members. Balanced conflicting demands successfully. Carried out assigned responsibilities in a competent and professional manner in keeping with the Local's overall goals and expectations. Demonstrated ability to think and plan strategically; practiced critical thinking skills under pressure.

Key Accomplishments

- ☐ Traveled and worked long and irregular hours, weekends, early mornings and holidays when necessary; developed and carried out work plans.
- ☐ Assisted NUHW-CNA to meet its goals of organizing and representing workers successfully; worked with local union leaders and member leaders on organizing programs;
- ☐ Worked well with people of varied background; handled multiple priority projects simultaneously and met established deadlines.
- ☐ Utilized a high level of independent judgment, willingness to take initiative, to work with a team; worked extremely independently while remaining accountable and responsible to member leadership, senior staff, and organizational goals.
- ☐ Strategized and implemented plans in the context of a campaign; practiced general computer literacy with the ability to be trained as needed.
- ☐ Demonstrated written and verbal competency in Spanish and English.

Political Organizer, GROUNDWORKS CAMPAIGNS, INC., Sacramento, CA, 09/06/12 to 11/06/12

Electoral Campaigns • Member Engagement and Mobilization • Building Grassroots Power:

As a Political Organizer for GROUNDWORKS CAMPAIGNS, I engaged and mobilized people to win electoral, legislative and issue campaigns. Provided political field consulting services for candidates, community groups and labor organizations to build power to win. Provided ground campaigning: the art of person-to-person education, persuasion and mobilization. Provided the winning factor in many closely contested campaigns. Worked with others to plan and lead effective field campaigns that made the difference in putting candidates in office, winning on legislative issues and building grassroots organizations' activism and political power.

Key Accomplishments

- ☐ Helped state and local candidates win at the ballot box and worked with organizations like the California Democratic Party, California Labor Federation, and the Alliance for a Better California to build power to win on issues that matter.

Electoral Campaigns

Built winning ground programs for candidate and initiative (or ballot measure) campaigns. From my experience, I know that person-to-person contact makes the crucial difference in winning elections, especially in tight races. Putting this into practice, I provided intensive, hands-on support for:

- ☐ Planning strategic field campaigns including voter targeting

- ☐ Contacting voters directly and personally through door-knocking, phone calls, house meetings, friends and family outreach, and more
- ☐ Registering voters
- ☐ Managing paid and volunteer programs
- ☐ Hiring, training and managing all levels of campaign staff and volunteers
- ☐ Ongoing program assessment, accountability and strategy adjustments as needed to win
- ☐ Facilitating project or campaign evaluation and analysis.

Member Engagement & Mobilization

As a Political Organizer, I am committed to working with labor and community organizations to build power for the long haul. This commitment is for more than the contract that expires this year or the election coming next fall.

I've worked with organizations to build their base for future work while focusing on current issues through:

- ☐ Strategic planning and goal-setting
- ☐ Support, implementation and evaluation of campaigns and projects
- ☐ Training and facilitation tailored to different sectors of the organization

I've helped organizations be successful at:

- ☐ Political fundraising
- ☐ Mobilizing and educating voters or members on specific issues,
- ☐ Political election work within the membership: phone banking, door-knocking and other person-to-person programs
- ☐ Contract campaigns
- ☐ Member events

Building Grassroots Power

As a Political Organizer I've worked with grassroots and progressive organizations to build overall capacity to win at the ballot box or in legislative and issue campaigns. Whether the goal is to win on a local or state-level issue or to prepare the community of voters for the next election, I've helped build the power needed to succeed by engaging people in the issues they care about.

I've worked with others to build grassroots power through:

- ☐ Strategic planning
- ☐ Educating and engaging voters
- ☐ Identifying, targeting and mobilizing voters and allies
- ☐ Planning and managing events such as public forums, town halls, and conferences

CEO and President, PRO WIN PMC, Sacramento, CA

2007 to Present

Administration • Human Resources • Financial Management • Leadership • Consultative Services to Management:

Led a dynamic Sacramento-based public affairs, media relations, campaign management, marketing solutions, and small business consulting firm. Provided senior strategic government relations counsel at both the federal and state level to various clients. Applied knowledge of government and the public policy environment. Developed and executed successful government relations strategies, including grassroots-based issue management, coalition building and profile-raising programs to deliver bottom-line results to those clients, including not-for-profit associations, trade associations, large international and domestic non-governmental organizations and leading U.S. and multi-national companies. Demonstrated written and verbal competency in Spanish and English.

Key Accomplishments

- ☐ Led the day-to-day operation of a consulting business; responsible for carrying out the overall mission given by the Board of Directors; exercised the independence to make tough business decisions; delegated tasks to other corporate officers, such as the chief financial officer and the chief marketing officer.
- ☐ Presided over Board of Directors; served as chairman of committees, such as management, executive,

customer service, and sales; provided the vision to lead the consulting business; possessed a community based philosophy of excellent service to clients and diplomacy; accountable for staff of 6 FTEs; managed through 5 direct reports; provided fiscal, strategic and operational leadership to reduce indebtedness and improve operating results; revamped internal procedures and monitoring systems in support of Continuous Improvement; provided solid leadership, strong work ethic, high energy, and demonstrated excellent written and oral communication skills in English and Spanish; and placed high priority on strong Community connections.

- Possessed multiple years of financial experience with increasing levels of responsibility and proven track record of success; oversaw the management team to direct the daily activities needed to sustain the growth and profitability of the organization.
- Responsible for overseeing all of the company's operations; responsible for planning and directing all business activities in accordance with policies established by the Board of Directors; and, developed the long term strategic plan in collaboration with the Board.
- Reviewed activity reports and financial statements to determine progress and status in attaining objectives and revised objectives and plans in accordance with current conditions; directed and coordinated formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity.
- Planned and developed industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, investors, and public; evaluated performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives.

**Representative II, Department of Housing and Community Development,
Sacramento, CA**

2001-2007

Track record of accomplishment progressing through roles of increasing complexity and authority.

Representative II, Rental Housing Construction Program-Bond

2005-2007

Representative II, Owner Loan Management Program

2002-2005

Representative II, Joe Serna Jr. Farmworker Housing Grant Program

2001-2002

Budgeting • Planning • Management • Financial Analysis:

Oversaw the financial and programmatic operations of rental housing developments financed under a variety of the Department's rental programs; analyzed and approved annual operating budgets, including review of project rental income, operating expenses, status of cash flow to ensure payment of outstanding project obligations, and reserve account deposits; as well as requests for rent increases based on program formulas and analysis of project vacancy rates and cash flow to evaluate project fiscal health and ensure compliance with program statutes and regulatory requirements.

Key Accomplishments

- Managed a \$300 million Federal/State Grants/Loan/Development contract portfolio including monitoring responsibility in support of the predevelopment, development, rehabilitation, or construction of 50 housing, economic and community development projects, including the construction of over 200 new homes in Fresno, California to first-time homeowners.
- Provided technical assistance on housing, economic development programs, real estate, and/or financial services; managed and maintained records and documents to ensure completeness and compliance with program regulations; resolved complex problems by researching the issues, proposing solutions, and developing and implementing a plan to reach a positive outcome; collaborated with interested parties to ensure effective implementation of programs for affordable housing, economic development, real estate, and/or financial services.
- Performed loan security and regulatory activities as they applied to residential properties, including single-family homes and rental housing developments (one to four units); reviewed and approved mortgage loans under the following programs: California Disaster Assistance Program (CALDAP), State Earthquake Rehabilitation Assistance Program (SERA), California Homeownership Assistance Program (CHAP), Mobilehome Park Assistance Program (MPAP), California Self-Help Housing Program (CSHHP), Deferred Payment Rehabilitation Loan Program (DPRLP), and the Special User Housing Rehabilitation Program; prepared financial analysis and made recommendations to management for projects involved in foreclosure

- actions (upon receipt of defaults, notice of sale documents).
- Prepared and reviewed legal documents and general underwriting of grant projects; including lien and regulatory agreements, promissory notes, deeds of trust, subordination documents and escrow instructions; monitored project progress through escrow, construction and rent up or sale of homes to individual homeowners; maintained grant fiscal records to ensure proper use of funds or return of unused funds to the Program; reviewed homeowner mortgage-writedown packages submitted for all single-family projects.
- Communicated effectively with grantees, private lenders, other government officials, building contractors, etc.; traveled to project sites and grantee offices throughout the State; received, reviewed, and evaluated new applications for grants in coordination with other Staff; researched, analyzed, and prepared written materials affecting general operation of the Program; inputted material into Departmental data base system; and rewrote the Program regulations.
- Provided technically difficult financial analysis; acted as liaison; performed program design and problem resolution; analyzed, interpreted, and applied federal, State, and local laws, regulations and programs to determine changes and possible outcomes.

Mayor/Council Intern II, City of Sacramento, Mayor/Council Office – District Two, Sacramento, CA

1999-2000

Policy Analysis • Formulation • Economic Development:

Represented a City of Sacramento City Council District of 50,000 with high needs and performed significant project/issue management. Conducted policy research, compiled and analyzed data for special District projects and reports. Assisted in community capacity building (public-private partnerships). Participated in constituency work, focus areas included; education, collaboratives, redevelopment, transportation, blight and crime reduction strategies, land use design and planning.

Key Accomplishments

- Reviewed, approved and recommended the city-wide Infill Development Strategic Plan as proposed by the Mayor/Council Office – District Two, City Councilmember Robert Kerth; rendered written reports of its progress, activities and recommendations to the Mayor and City Council; recommended and reviewed such rules and regulations as may be necessary to promulgate the City's Infill Development Strategic Plan; served as an information link among City departments and constituencies concerned with infill and brownfield development and land use planning practices; discussed developments in the law which impacted the City's Infill Development Strategic Plan efforts; advised City Manager, Mayor/Council Office, District Two Councilmember Kerth and others on how legal changes affected current infill development.
- Provided assistance to the Mayor/Council Office and District Two, City Councilmember Kerth in updating and monitoring progress of the City's Infill Development Strategic Plan; provided assistance to the City in its recruitment efforts; provided other advice and assistance to the City Manager to further the City's infill development efforts; the strategies utilized by the Infill Development Strategic Plan include, but are not limited to the following: Reviewed city departmental land use planning practices against land use planning objectives; reviewed existing land use planning policies as needed; identified areas of policy and practice in need of land use planning and review; recommended changes to existing policies and creation of new initiatives; identified methods to disseminate information about land use planning; promoted strategies to increase land use planning; and monitored results of outcomes in cases dealing with land use planning issues.
- Analyzed City land use planning laws and practices in detail; met with City officials and discussed the challenges facing the City and learned about the management and budgetary strategies used to address them; and the design, legal, environmental, socioeconomic, and political analysis used to devise and implement future large-scale land use planning.
- Tracked City land use planning trends, activities and services; identified barriers that may limit construction of residential and commercial infill and brownfield development projects and described potential remedial solutions; provided the City with direct citizen input on infill development issues; reviewed City grievance procedures to address citizen requests for prioritized development; and made recommendations for a proposed city-wide Infill Development Strategic Plan.
- Developed proposal for an Infill Development Strategic Plan to further promote high quality infill development, both residential and non-residential, that contributed greatly to the surrounding area and

helped achieve the City's needs, supported air quality and transit goals, eliminated blight, enhanced neighborhoods, provided economic development opportunities, and provided a fair and efficient system of application processing, permits, and inspections to meet customer's needs.

- Educated and encouraged partnerships between City staff, residents and business owners to help maintain, revitalize, and promote healthy communities and to achieve planning goals; empowered communities to use City initiatives, programs, resources and services to improve the quality of life by protecting the natural environment and community identity while balancing the need for economic vitality; nurtured public trust and community involvement by conducting open planning efforts.

Administrative Assistant III-HR, UC Davis Temporary Employment Services, Davis, CA 1997-1999
Track record of accomplishment progressing through roles of increasing complexity and authority.
Administrative Assistant III, State of California, Department of Public Health, Cancer Detection Unit
Administrative Assistant III, University of California, Davis, Undergraduate Admissions
Administrative Assistant III, University of California, Davis, Department of Nutrition
Administrative Assistant III, University of California, Davis, Cancer Center
Administrative Assistant III, University of California, Davis, King School of Law, Civil Rights Clinic
Administrative Assistant III, University of California, Davis, Diabetes Research Unit

Administration • Human Resources • Financial Management • Leadership • Consultative Services to Management:

Directed day-to-day office operations, providing administrative office support to Department Director and to senior management-level staff. Managed complex administrative calendars, screened and prioritized visitors and incoming telephone calls. Prepared and/or revised a wide variety of materials, made travel arrangements, prepared travel reports. Finalized special projects, multiple tasks, and met deadlines while maintaining a consistently high level of productivity and efficiency.

Key Accomplishments

- Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.
- Assured follow-up to facilitate Department Director's communications and actions; supported various administrative committees and meetings convened by the Director; quickly became a trusted assistant to the Director, senior management-level staff and office manager and earned a reputation for maintaining a positive attitude and producing high-quality work.
- Excelled in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line; delivered customer service to a diverse clientele; utilized oral and written communication skills to interact effectively with a wide variety of people.
- Worked in the administrative division; provided administrative support for business and human resources processes; coordinated with the HR/Payroll/Finance Shared Service Center (SSC) as needed; and included ordering office supplies key control, telephone and facilities support.
- Managed finances: accounts payable, receivables, invoicing, billing, and payroll; oversaw administrative budget; prepared expense reports and bank reconciliations; utilized automated payroll, personnel, financial, purchasing and travel information systems; scheduled meetings, made travel arrangements and event plans.
- Utilized standard business software applications such as Microsoft Word, Excel, Access or Outlook and electronic Accounting Systems; created complex word documents, spreadsheets with formulas, and presentation tools.

leadership / career HISTORY

CEO and President, PRO WIN PMC, Sacramento, CA	2007 to Present
Representative II, State of California, Department of Housing and Community Development, Sacramento, CA	2001-2007
Mayor/Council Intern II, City of Sacramento, Mayor/Council Office – District 2, Sacramento, CA	2000-2001
Administrative Assistant III-HR, UC Davis Temporary Employment Services, Davis, CA	1997-1999

Consultant I, Spanish Language and Skills , State of California, Department of Fair Employment and Housing, Oakland, CA	1994-1997
Eligibility Worker I, Hispanic – Special Skills, Language and Culture , County of Sacramento, Department of Human Assistance, Sacramento, CA	1993-1994
Policy Director , Irma Carson for State Assembly, 32 nd District, Bakersfield, CA	1992-1992
Administrative Intern-HR , U.S. Attorney's Office, Sacramento, CA	1991-1992
Legislative Intern , Assemblyman Gerald Eaves, Sacramento, CA	1990-1991
CEO and President , Leathercraft International, Bakersfield, CA	1986-1990
Administrative Intern-HR , County of Kern, Resources Management Agency, Bakersfield, CA	1988-1989
Field Representative , Jesse Jackson Presidential Campaign, 1988, Bakersfield, CA	1988-1988
Policy Director , Negrete for Municipal Court Judge Committee, Arvin, CA	1988-1988
CEO and President , El Hispano-Americano Bilingual Newspaper, Bakersfield, CA	1984-1986
CEO and President , Blazing Star Talent/Productions, Bakersfield, CA	1981-1984

Education / CREDENTIALS

MA in Public Administration , University of Southern California, School of Policy, Planning and Development, Sacramento, CA Emphasis: Local and state government	1997
BA , University of California, Davis, Davis, CA Major: Political Science: Public Service	1992

INTERSHIPS

Mayor/Council Intern II , City of Sacramento, Mayor/Council Office – District Two, Sacramento, CA	1999-2000
Administrative Intern-HR , U.S. Attorney's Office, Sacramento, CA	1991-1992
Legislative Intern , Assemblyman Gerald Eaves, Sacramento, CA	1990-1991
Administrative Intern-HR , County of Kern, Resources Management Agency, Bakersfield, CA	1988-1989

CERTIFICATIONS / LICENSES

Project Management Professional® Certification , PMI, Newtown Square, PA	In Progress
Class A California Operators License with excellent driving record, Sacramento, CA	2012-2016
Microsoft Office Software Specialist Certification , Greater Sacramento Urban League, Sacramento, CA	2010
Advanced Leader-Bronze Certification , Toastmasters International, Mission Viejo, CA	2010
Advanced Communicator-Silver Certification , Toastmasters International, Mission Viejo, CA	2010
City Management Certification , City of Sacramento, City Manager's Office, Sacramento	2004
Rule Making Certification , California Department of Personnel Administration, Sacramento, CA	2001
Community Policing Certification , Regional Community Policing Institute, Sacramento, CA	1999
Fair Housing Certification , U.S. Housing and Urban Development, Oakland, CA	1997
Conciliation/Mediation/Conflict Resolution Certification , City of Davis, Davis, CA	1995
Political Campaign Management Certification , UC Davis Political Campaign Management Institute, Davis, CA	1992

CONTINUING EDUCATION / TRAINING

Managing Projects within Organizations, Skillsoft E-Learning, Nashua, NH	2012
Project Management Process Groups, Skillsoft E-Learning, Nashua, NH	2012
Integrated Initiation and Planning, Skillsoft E-Learning, Nashua, NH	2012
Project Requirements and Defining Scope, Skillsoft E-Learning, Nashua, NH	2012
Defining and Sequencing Project Activities, Skillsoft E-Learning, Nashua, NH	2012

Planning Project Human Resources, Skillsoft E-Learning, Nashua, NH	2012
Stakeholders and the Communication Management Plan, Skillsoft E-Learning, Nashua, NH	2012
The Role of Ethics in Project Management, Skillsoft E-Learning, Nashua, NH	2012
Project Management Fundamentals, Skillsoft E-Learning, Nashua, NH	2012
Essentials of Interviewing and Hiring: Conducting an Effective Interview, Skillsoft E-Learning, Nashua, NH	2012
Essentials of Interviewing and Hiring: Behavioral Interview Techniques, Skillsoft E-Learning, Nashua, NH	2012
Making a Positive Impression in an Internal Interview, Skillsoft E-Learning, Nashua, NH	2012
Preparing as the Interviewee, Skillsoft E-Learning, Nashua, NH	2012
Preparing for the Behavioral Interview, Skillsoft E-Learning, Nashua, NH	2012
Preparing for the Behavioral Interview, Skillsoft E-Learning, Nashua, NH	2012
Integrated Project Execution, Monitoring and Control, Skillsoft E-Learning, Nashua, NH,	2012

workshops / TRAINING

Natomas Journal, Natomas Joint Session
City of Sacramento, General Plan Amendment - Sphere of Influence Revision Study and Comprehensive Annexation Policy Stakeholders Working Group
City of Sacramento, City Manager's Office, City Ambassador Program
City of Sacramento, City Manager's Office, City Management Academy
California Futures Network, Policy Briefing
Urban Land Institute, Modeling Workshop
SACOG/CalTrans, Transportation Element Workshop
City of Sacramento, Cesar E. Chavez Plaza, Planning Committee Workshop
City of Sacramento, Police Department, Citizen's Police Academy

COMPUTER / SYSTEMS Skills

Relevant areas of knowledge and skills are:

Hardware:	Operating Systems:	
• IBM 8088, 286, 386, 486	• Windows 3.1 & 3.11	• Lexis/Nexis
• All Pentiums	• Windows 95/98/98SE	• Norton Antivirus (all versions)
• Flat Panel LCD Monitors	• Windows 98 Millennium	• McAfee Antivirus (all versions)
• Digital Projectors	• WinNT 3.51 & NT 4.0	• Internet Explorer/Netscape
• Scanners/Modems	• Windows 2000 & XP	• Mozilla's Firefox (all versions)
• Inkjet and Laser Printers		• Palm OS & Desktop
• Jet Direct Cards for Printers	Applications:	• MS Netmeeting/ Project 98/00/03
• Internal/External CD Burners	• Mac OS	• McAfee Firewall/MS ActiveSync
• Hubs/Switches/USB Hubs	• MS Office 95/97/2000/2003	• Adobe Reader/ Acrobat v5.0 & 6.0
• Jet Direct Boxes; Multi-switches/Plotters	• QuickBooks	• Accurate keyboarding skills of 55 wpm.

LANGUAGES

Spanish: Read, write, and speak Spanish fluently.

HONORS / AWARDS

First Place, Table Topics Speech Contest, Boardtoasters Toastmasters Club, Sacramento, CA

2007

First Place, Humorous Speech Contest, Boardtoasters Toastmasters Club, Sacramento, CA	2007
First Place, Table Topics Speech Contest, Equalizers Toastmasters Club, Sacramento, CA	2006
First Place, Humorous Speech Contest, Equalizers Toastmasters Club, Sacramento, CA	2006
First Place, Table Topics Speech Contest, Third Street Speakers Toastmasters Club, Sacramento, CA	2005
First Place, Humorous Speech Contest, Third Street Speakers Toastmasters Club, Sacramento, CA	2005
Irma Carson Community Spirit Award, Irma Carson Foundation, Bakersfield, CA	1993
Most Beautiful Garden Award, UC Davis, Russell Park, Davis, CA	1992
Charles S. Linderman Scholarship for Participatory Democracy, UC Davis, Davis, CA	1992
District Director of the Year, California State LULAC, Los Angeles, CA	1989

PUBLICATIONS

BLT Express Newsletter, Big League Talkers Toastmasters Club, Sacramento, CA	2011
BLT Express E-Newsletter, Big League Talkers Toastmasters Club, Sacramento, CA	2011
El Hispano-Americano Bilingual Newspaper, Bakersfield, CA	1983-1986
Swap-O-Rama News, Bakersfield, CA	1982-1983

SPEAKING ENGAGEMENTS

"The Future Is In Your Hands," Greater Sacramento Urban League, Graduation Ceremony, Sacramento, CA	2010
"Santa Trial," Big League Toastmasters Club, Sacramento, CA	2010
"Andrea Gomez: Communication & Leadership Icon," Big League Toastmasters Club, Community & Leadership Awards, Sacramento, CA	2010
"Permanent Love & Belonging For A Lifetime," Big League Toastmasters Club, Sacramento, CA	2010
"Shirley Worlds: Most Inspirational," Greater Sacramento Urban League, Graduation Ceremony, Sacramento, CA	2010
"The Three Little Pigs," Downtowners Toastmasters Club, Sacramento, CA	2006
"My First And Only Trip To The Airport," Equalizers Toastmaster Club, Sacramento, CA	2006
"The Face Of The Wrongly Accused Man," Smoke Signals Toastmasters Club, Sacramento, CA	2006
"A Plague On Our House," Smoke Signals Toastmasters Club, Sacramento, CA	2006
"Disturbing The Dead," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"The Tale Of A Fallen Soldier," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"The Little Red Hen," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"How I Met Louisa," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"What Goes On In Vegas, Stays In Vegas," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"Humorous Speech," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"100 Years, 100 Stories," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"Explain Yourself," Boardtoasters Toastmasters Club, Sacramento, CA	2006
"To Boldly Go Where No Man Has Gone Before," Equalizers Toastmaster Club, Sacramento, CA	2006
"The Apple Doesn't Fall Far From The Tree," Equalizers Toastmaster Club, Sacramento, CA	2006
"Escaping The Clutches Of The Mighty Destroyer," Equalizers Toastmaster Club, Sacramento, CA	2006
"Like Father, Like Son," Equalizers Toastmaster Club, Sacramento, CA	2006
"A Toast To Bill Hain," Equalizers Toastmaster Club, Sacramento, CA	2006
"Davis: A City At The Crossroads," City of Davis, Human Relations Commission, Davis, CA	2006
"Have I Got A Deal For You," Third Street Masters Toastmasters Club, Sacramento, CA	2006
"The Struggle To Save Heritage Park," Third Street Masters Toastmasters Club,	

Sacramento, CA	2006
"Farewell To Diane," Third Street Masters Toastmasters Club, Sacramento, CA	2006
"Star Trek: My Experiences," Equalizers Toastmasters Club, Sacramento, CA	2004
"America's National Past Time," Equalizers Toastmasters Club, Sacramento, CA	2004
"Cheap, Fast, and Easy," Boardtoasters Toastmasters Club, Sacramento, CA	2004
"Men vs. Women," Boardtoasters Toastmasters Club, Sacramento, CA	2004
"What Would Satan Drive?" Boardtoasters Toastmasters Club, Sacramento, CA	2004
"Important Information For Todd MacMurray," Boardtoasters Toastmasters Club, Sacramento, CA	2004
"A Series Of Our Own," Third Street Masters Toastmasters Club, Sacramento, CA	2004
"What If Cats Ruled The World?" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Don't Clown Me, Helen," Third Street Masters Toastmasters Club, Sacramento, CA	2004
"I've Come Full Circle" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Bakersfield: The Nashville of the West" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"We Are What We Eat, Vol. 2," Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Cesar Estrada Chavez" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Star Trek: My Generation" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Happy Cinco de Mayo" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Thank You Very Mooch, Ladies and Gentlemen" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"Don't Be Cruel" Third Street Masters Toastmasters Club, Sacramento, CA	2004
"We Are What We Eat: Your Success Depends On It" Third Street Masters Toastmasters Club, Sacramento, CA	2003
"What's In A Name, Anyway?" Third Street Masters Toastmasters Club, Sacramento, CA	2003
"Martha Sandoval: A Woman of Substance," St. Joseph's Parish, Bakersfield, CA	2002
"The State of Natomas," Natomas Journal, Natomas Joint Session, Sacramento, CA	2002
"Andy & Martha Sandoval: Fifty Years of Excellence," Golden Jubilee, Bakersfield, CA	1999
"Irma Carson: Community Spirit," Community Spirit Awards, Bakersfield, CA	1993
"Irma Munoz: Victim or Hoax?" University of California, Davis, Mrak Hall, Davis, CA	1993
"Thong Hy Huynh: A Loss of Innocence," City of Davis, Human Relations Commission, Thong Hy Huynh Awards, Davis, CA	1993
"Education: The Key To Success," California State LULUC, Educator of the Year Awards, Bakersfield, CA	1989
"Heritage Park Days," Kern County Board of Supervisors, Bakersfield, CA	1989
"The State of the District," California State LULUC, Bakersfield, CA	1989
"The True Meaning Behind the Cinco de Mayo," California State University, Bakersfield, MECHA Club, Bakersfield, CA	1989
"Exclude Heritage Park," East Bakersfield Community Center, Bakersfield, CA	1988
"Save Our Heritage (Park)," St. Joseph's Parish, Bakersfield, CA	1988

PROFESSIONAL / COMMUNITY AFFILIATIONS (Partial Listing)

Member, International Association of Plumbing and Mechanical Officials
 Member, American Association for Retired Persons
 Vice President, Education, Big League Talkers Toastmasters Club
 Co-Chair, Social Justice Committee, Cathedral of the Blessed Sacrament
 Member, Cathedral of the Blessed Sacrament
 Member, Downtowners Toastmasters Club
 Member, Boardtoasters Toastmasters Club
 Vice President, Public Relations, Equalizers Toastmasters Club
 Vice President, Membership, Smoke Signals Toastmasters Club
 Charter President, Third Street Masters Toastmasters Club
 Member, Joint Labor/Management Committee, SEIU Local 1000, DLC 782
 Senior Steward, SEIU Local 1000, DLC 782
 Member, California State Fair, Friends of the Fair

Member, UC Davis Alumni Association
 Member, Sacramento County Democratic Central Committee
 Member, Martin Luther King, Jr. Celebration Dinner, Executive Committee
 Volunteer Speaker and Mentor, Natomas Journal, Natomas Joint Session
 Chairperson, Natomas Community Planning Advisory Council
 Chairperson, City of Sacramento, ADA Advisory Group, Policy Planning Committee
 Member, City of Sacramento, Affirmative Action Advisory Committee, Disabled Community Committee
 Member, Natomas Community Association
 Member, Seventh Street Speakers Toastmasters Club
 Member, University of California, Davis, Undergraduate Admissions and Outreach Services, Undergraduate Admissions Selection Committee
 Member, ASFME, District Labor Council 57
 Member, City of Davis, Human Relations Commission, Hate Crimes Conference, Planning Committee
 Founder, City of Davis, Human Relations Commission, Thong Hy Huynh Awards
 Member, City of Davis, Human Relations Commission, Thong Hy Huynh Awards, Planning Committee
 Chairperson, City of Davis, Human Relations Commission, Hate Crimes Committee
 Delegate, 32nd Assembly District, Kern County Democratic Central Committee
 Member, Black American Political Association of California
 Member, National Association for the Advancement of Colored People, UC Davis, Legal Redress Committee
 Member, National Association for the Advancement of Colored People, UC Davis Chapter
 Elected Delegate, 8th Assembly District, Yolo County Democratic Central Committee
 Member, Yolo County Democratic Central Committee
 Board of Directors, Bakersfield College, Chicano Cultural Center Advisory Board
 Board of Directors, California State University, Bakersfield MESA Board
 Volunteer Speaker and Mentor, California State University, Bakersfield, MECHA Club
 Member, National Association for the Advancement of Colored People, Bakersfield Chapter
 Member, Negrete for Municipal Court Judge Committee
 Coordinator, Southwest Voter Registration and Education Project
 Founder, Friends of Heritage Park
 Member, Friends of Heritage Park, Steering Committee
 Member, California League of United Latin American Citizens, Executive Committee
 District 16 Director, California League of United Latin American Citizens
 Vice President, Mexican American Political Association, Bakersfield Chapter
 Member, No on Proposition 63 Committee
 Member, Falgatter for Assembly Committee, 32nd Assembly District
 Member, St. Joseph's Church
 Member, Western Fairs Association
 Member, International Association of Fairs and Expositions
 Member, Outdoor Amusement Businessman's Association
 Member, The United Brotherhood of Carpenters and Joiners of America, Local 743
 Member, United Farm Workers of America

PERSONAL INTERESTS

• Acoustic Guitar	• Fung Shui	• Ornamental Horticulture
• Action Movies	• Gardening	• Photography
• Antique Shopping	• Gin Rummy	• Public Service
• Auto Maintenance	• Gym Exercise	• Reading for Pleasure
• Boxing	• Hiking	• Rock Concerts
• Brazilian Jiu Jitsu	• Home Improvement	• Sacramento Kings
• Bicycling	• Japanese Garden Design	• Script Writing
• California Missions	• Latin Jazz	• Song Writing
• Canning / Preserving	• Manuscript Writing	• State Fairs
• Casino Gaming	• Meditation	• Storytelling
• Civil Rights Advocacy	• Memoir Writing	• Theatre / Performing Arts

• Computer Art / Graphics	• Mexican Folk Art	• Toastmasters
• Container Gardening	• Mexican Food Cooking	• Travel
• Crime Dramas on TV	• Mixed Martial Arts	• Vintage Auto Restoration
• Democratic Politics	• Muscle Cars	• Volunteering
• Detective Novels	• Nature Walks	• Weight Training
• Film Making	• NY Times Crossword Puzzles	

ADDITIONAL INFORMATION

Proven track record as a leader with the ability to build, motivate, influence, mentor and inspire trust in a multi-functional team, and extensive experience during which demonstrated the capacity to effectively handle greater challenges and achieve business objectives.

Strategic executive with proven track record of success directing total scope of financial turn-around, and capital structuring for diverse public and private companies; ability to translate strategic thoughts into practical, attainable business objectives, and then make sound business decisions that lead to activities that will insure continued growth and profitability.

Proactive leader, passionate, self-motivated, confident and enthusiastic – a high-energy, team player who presents a positive image, possesses a high level of personal and professional integrity and who can lead, communicate and relate to people within all levels of the company.

With big picture focus and strong expertise in financial restructuring, equally proficient at debt and equity sourcing, road shows, systems implementation, new business development and operational expertise.

Exhibits a “hands-on style” and a strong work ethic with the capability to adapt to the rapidly changing environment of a fast-paced company.

Mobility / Flexibility

Able and willing to work anywhere as per organizational requirement. Ready to handle independent responsibilities. Capable of handling work under pressure and flexible to adapt to environment changes and challenges.

REFERENCES

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