



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

**915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org**

**4**

**Discussion Calendar  
September 18, 2012**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications for Sacramento Disabilities Advisory Commission**

**Location/Council District: (Citywide)**

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;  
Obi Agha, Program Specialist, (916) 808-8426, Department of Human Resources.

**Presenters:** None

**Department:** City Clerk's Office / Department of Human Resources

**Division:** N/A

**Organization No:** 04001011

**Description/Analysis**

**Issue:** Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted by:  \_\_\_\_\_

Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:



\_\_\_\_\_  
Stephanie Mizuno,  
Assistant City Clerk

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**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Sacramento Disabilities Advisory Commission
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	Members shall be a representatives of different disability groups including but not limited to physical, sensory, developmental and mental disabilities. Applicants shall have experience with disability issues, knowledge or experience with disability law such as ADA, or Title 24 of the California Code of Regulations.
<b>Status of Incumbents:</b>	<ul style="list-style-type: none"> <li>• <b>Dawn Correia:</b> Resigned</li> </ul>

<b>Residency Requirement(s):</b>	Residency in City is Required
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No.	Applicant Name	District	Category	Comments	Interviewed
1	Gary D. Collier	2	-		Yes
2	Italia V. Tornabene	7	-		Yes

# P&PE Interviews

held on 9/4/2012

Applicant Name:	<span style="border: 1px solid black; padding: 2px;">Gary D. Collier</span>
Applying for:	
<u>Sacramento Disabilities Advisory Commission</u>	
Incumbent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none"><li>Former analyst for State of CA had to determine who was eligible for Social Security.</li></ul>	



Applicant Name:	<span style="border: 1px solid black; padding: 2px;">Italia V. Tornabene</span>
Applying for:	
<u>Sacramento Disabilities Advisory Commission</u>	
Incumbent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none"><li>Works for CA State Disability Office.</li><li>Interprets and enforces State and Local disability laws.</li></ul>	



Applicant Name:	<span style="border: 1px solid black; padding: 2px;">Michelle L. Barraza</span>
Applying for:	
<u>Sacramento Disabilities Advisory Commission</u>	
Incumbent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none"><li>No Longer Eligible.</li></ul>	





# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for

## Appointment to Boards/Commissions and Committees 2 P 4: 13

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: SEE MEMORANDUM DISABILITY ADVISORY BOARD

CATEGORY FOR WHICH YOU ARE APPLYING: \_\_\_\_\_  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Colliver Gray D E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ 7400 Wacker Way Sacramento CA 95838  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Required Business in Council District No: \_\_\_\_\_  
If Applicable

Home Telephone: 916 Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

United States Air Force Post-Service Board  
see attachment

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

BACKGROUND INFORMATION

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION: Most recent education Bachelors of Arts; Chico State University in Geography

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

CURRENT EMPLOYER:

FROM DATE: 5/200 EMPLOYER NAME: State of California  
TO DATE: 8/31/2008 ADDRESS: Tinker way Sacramento CA  
Street # Street Name City State

DUTIES: operate elevator; provide assistance to visitors police forces to limit access to facilities. when dignitaries required extra security

PRIOR EMPLOYER(S):

FROM DATE: EMPLOYER NAME: \_\_\_\_\_  
TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

FROM DATE: EMPLOYER NAME: \_\_\_\_\_  
TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

FROM DATE: EMPLOYER NAME: \_\_\_\_\_  
TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

BUSINESS ENTERPRISES: List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: 2/1990 BUSINESS NAME: Gael's Cab service  
TO DATE: 7/1995 ADDRESS: Tinker way Sacramento CA  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

taxi service with delivery service & messenger services on request

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

APPLICANT NAME

FROM DATE:

BUSINESS NAME: \_\_\_\_\_

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Gay Collier  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 8/21/2012

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

I may have transportation issues, but I have other means of accommodation for other needs except lifting any substantial items (not likely)

I was born with a severe physical condition which met the listing for disabilities under the Social Security Administration, yet I was able to overcome most of my problems with accommodations in the workplace since the enactment of the Federal ADA.

Many people with hidden disabilities such as congestive heart failure, congestive obstructive pulmonary disease are ridiculed as people think that they do not need accommodations.

In the past I have worked for the California Department of Social Services Department as a Disability Evaluation Analyst. In this position I made determinations whether a person met or equaled the listings of the conditions listed by the Social Security Administration in conjunction with the oversight of the lead physician. If the individual did not meet or equal the listings, it was my responsibility to determine if there was any job which the individual could perform with reasonable accommodations. These vocational determinations regarded different types of disabilities, and I fully understand the claimant's limitations as well as the reasonableness of potential accommodations.

While I currently help individuals who are entitled to Social Security benefits, I would be more than happy to help rid barriers to employment for individuals with disabilities as it may allow people to obtain work that may permit them to be self-sufficient. By being self sufficient, these individuals who dearly want to work would no longer need public assistance from the state and Federal Government.

I am also am very knowledgeable regarding the differences between Federal law and the State of California regarding mental illness and developmental disabilities.

  
Gary Collier



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Sacramento Disabilities Advisory Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Board Member N/A  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Tornabene Italia V E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Blue Dolphin Way Sacramento CA 95831  
Street # Street Name City State Zip

Mailing Address (if different than home address): PO BOX Sacramento CA 95812  
Street # Street Name City State Zip

Resident of City Council District No: Seven (7) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

I find it imperative that a person with a Disability have a voice and say in the community in which one resides. Since I began school I realized that my passion was to make a change. Starting where my heart belongs and honestly knows the ins and outs of the law, is where I can say that I can be happy and be the voice for all Sacramento residents with Disabilities. I believe that if you pick me as your board member to represent the Sacramento residents with Disabilities you will not be disappointed nor will the residents with disabilities be let down.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

### Equal Employment Opportunity State of California Advisor

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

I work for the State of California as a Disability Insurance Program Representative. I was also previously an Equal Employment Opportunity Advisor. I do not believe that these would cause a conflict.

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Italia Vincenza Tornabene

APPLICANT NAME

FROM DATE: 02/2006

BUSINESS NAME: Blimpies

TO DATE: 08/2006

ADDRESS: No longer in business

Victorville

CA

Street #

Street Name

City

State

TYPE OF BUSINESS OR SERVICE RENDERED:

A food service worker can be a prep cook, dishwasher, food server or the head c

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

N/A

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

N/A

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Italia Vincenza Tornabene

Date: 06/03/2012

Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

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**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq, and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

High School Diploma-CCA Military Academy; Bachelors of Science-Legal Studies-emphasis in Psychology; Pursuing a Masters in Criminal Justice

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 05/07/2012

EMPLOYER NAME: State of California

TO DATE: Present

ADDRESS: Broadway Sacramento CA  
Street # Street Name City State

**DUTIES:**

Disability Insurance Program Representative, Equal Employment Opportunity Advisor, IAWP Legislator

**PRIOR EMPLOYER(S):**

FROM DATE: 12/02/2009

EMPLOYER NAME: State of California

TO DATE: 05/07/2012

ADDRESS: Research Drive Redlands CA  
Street # Street Name City State

**DUTIES:**

Employment Program Representative, Equal Employment Opportunity Advisor, IAWP Legislative Co-Chair

FROM DATE: 04/01/2009

EMPLOYER NAME: Noarus Auto Group

TO DATE: 12/01/2009

ADDRESS: Trask Ave Garden Grove Ca  
Street # Street Name City State

**DUTIES:**

The Business Relations Manager (BRM) is responsible to understand the business, assist in the prioritization of projects,

FROM DATE: 12/01/2007

EMPLOYER NAME: Victorville Motors

TO DATE: 04/02/2009

ADDRESS: 1455 Civic Drive Victorville CA  
Street # Street Name City State

**DUTIES:**

Sell cars by overcoming objections. Greet customers in a prompt and professional business like manner wherever they

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: 08/02/2006

BUSINESS NAME: Reinell Boats

TO DATE: 12/02/2007

ADDRESS: 222 Main St. Hesperia CA  
Street # Street Name City State

**TYPE OF BUSINESS OR SERVICE RENDERED:**

Sell boats by overcoming objections. They will greet customers in a prompt and professional business like manner wherever they

Italia Vincenza Tornabene  
PO BOX  
Sacramento, CA 95812 US  
Mobile:  
Email:

Country of  
Citizenship: United States

Veterans'  
Preference: No

Registered for  
Selective  
Service: I am a female, and therefore I am exempt from registering with the Selective Service

Availability: **Job Type:** Permanent  
**Work Schedule:** Full-Time

Desired  
locations: United States

Work Experience: **State of California**  
Broadway St  
Sacramento, CA United States

**05/2012 -  
Present  
Salary:**  
45,000.00  
USD Per  
Year  
**Hours  
per week:**  
40

**Employment Program Representative/Equal Employment Opportunity/Legislative Co-Chair  
Supervisor:** Onwana Okan (916-227-0391)

**Okay to contact this Supervisor:** Contact me first

The EPR contacts employers to identify and list available jobs, and to promote and market EDD's services such as the automated labor exchange systems, placement services, the one-stop career center resources, and other specific programs. The EPR may provide information or act as liaison to customers with questions pertaining to other EDD programs. The EPR may manage a caseload and/or assist job seekers in meeting their employment goals or refer customers to partner resources. An EPR will be expected to perform these duties utilizing a personal computer while providing quality customer service in person or by telephone. The EPR may be co-located, with other agencies, working together in a partnership environment to provide services.

The EPR in UI assists customers in filing UI benefit claims, authorizes payment or provides information on claim status. The EPR independently reviews, investigates, and determines if an individual is eligible or ineligible to receive UI benefits in accordance with UI laws, rules, regulations, and procedures. An EPR informs customers and employers of their rights and responsibilities under the UI program. These services are provided by telephone in a non-public, call-center environment that includes the use of automated data systems.

Legislative Chair:

Reviewing, editing, and proofreading legislation, amendments to legislation, legal memorandums, and other written Office work product;  
Drafting legislative resolutions and memorials;  
Conducting policy and legal research;  
Reviewing executive branch agency rules to determine whether they are within the rule-making authority of the promulgating agency;  
Supporting the publications team in preparing the Colorado Revised Statutes and the Session Laws of California for publication; and  
Completing special projects and other tasks, which may include administrative tasks, assigned by his or her team leader or head legislative assistant or by a member of the Office management

team.

**EEO ADVISOR:**

An EEO specialist partners with management and human-resources staff to provide consultation regarding all affirmative action, EEO and other employment-related issues. Works to identify recruitment needs in relation to employer's diversity strategy. Ensuring that organization remains EEO compliant, maintains all relevant employment records. Additionally, audits recruitment and employment processes and procedures, making recommendations for improvements as needed. Within environments where in charge of diversity recruitment, interacts with internal affinity groups and external minority and women's professional groups to build corporate good will and a candidate pipeline.

**State of California**  
Reseach Drive  
Redlands, CA United States

**12/2009 -**  
**05/2012**  
**Salary:**  
42,000.00  
USD Per  
Year  
**Hours per**  
**week: 40**

**Employment Program Representative/Equal Employment Opportunity Advisor/Legislative Co-Chair**

**Supervisor:** Nella Wormington (909-799-8807)

**Okay to contact this Supervisor:** Yes

The EPR contacts employers to identify and list available jobs, and to promote and market EDD's services such as the automated labor exchange systems, placement services, the one-stop career center resources, and other specific programs. The EPR may provide information or act as liaison to customers with questions pertaining to other EDD programs. The EPR may manage a caseload and/or assist job seekers in meeting

their employment goals or refer customers to partner resources. An EPR will be expected to perform these duties utilizing a personal computer while providing quality customer service in person or by telephone. The EPR may be co-located, with other agencies, working together in a partnership environment to provide services.

The EPR in UI assists customers in filing UI benefit claims, authorizes payment or provides information on claim status. The EPR independently reviews, investigates, and determines if an individual is eligible or ineligible to receive UI benefits in accordance with UI laws, rules, regulations, and procedures. An EPR informs customers and employers of their rights and responsibilities under the UI program. These services are provided by telephone in a non-public, call-center environment that includes the use of automated data systems.

**Legislative Co-Chair:**

Reviewing, editing, and proofreading legislation, amendments to legislation, legal memorandums, and other written Office work product;

Drafting legislative resolutions and memorials;

Conducting policy and legal research;

Reviewing executive branch agency rules to determine whether they are within the rule-making authority of the promulgating agency;

Supporting the publications team in preparing the Colorado Revised Statutes and the Session Laws of California for publication; and

Completing special projects and other tasks, which may include administrative tasks, assigned by his or her team leader or head legislative assistant or by a member of the Office management team.

**EEO ADVISOR:**

An EEO specialist partners with management and human-resources staff to provide consultation regarding all affirmative action, EEO and other employment-related issues. Works to identify recruitment needs in relation to employer's diversity strategy. Ensuring that organization remains EEO compliant, maintains all relevant employment records. Additionally, audits recruitment and employment processes and procedures, making recommendations for improvements as needed. Within environments where in charge of diversity recruitment, interacts with internal affinity groups and external minority and women's professional groups to build corporate good will and a

candidate pipeline.

**Noarus Auto Group**  
Trask Avenue  
Garden Grove, CA United States

**04/2009 -  
12/2009**  
**Salary:**  
12,000.00  
USD Per  
Month  
**Hours**  
**per**  
**week: 50**

**Business Relations Director**

**Supervisor:** Sam Chaalan (7143502471)

**Okay to contact this Supervisor:** Yes

The Business Relations Manager (BRM) is responsible to understand the business, assist in the prioritisation of projects, ensure that projects align with the technology that best provides maximum return on investment, and direct IT strategy in support of the overall business strategy. The Business Relations Manager (BRM) has significant knowledge in subject matters pertaining to both IT and the business. The BRM will work with business area teams to understand project requirements, shape the initial project request, and provide a high-level estimate of the project effort and costs used in cost-benefit analysis. The BRM will regularly report back to business managers on the status of projects.

**Victorville Motors**  
Civic Center Drive  
Victorville, CA United States

**12/2007**  
**-**  
**04/2009**  
**Salary:**  
4,000.00  
USD  
Per  
Month  
**Hours**  
**per**  
**week:**  
80

**Sales**

**Supervisor:** Billy McMahon (7605593098)

**Okay to contact this Supervisor:** Yes

Sell cars by overcoming objections. Greet customers in a prompt and professional business-like manner wherever they encounter customers. This may be in the showroom, outside on the lot or in the service or parts departments. All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.

**Reinell Boats**  
Main St.  
Hesperia, CA United States

**08/2006 -  
12/2007**  
**Salary:**  
15,000.00  
USD  
Piece  
Work  
**Hours**  
**per**  
**week: 50**

**Sales**

**Supervisor:** Ronald Nigeria (760-949-8754)

**Okay to contact this Supervisor:** Yes

Sell boats by overcoming objections. They will greet customers in a prompt and professional business-like manner wherever they encounter customers. This may be in the showroom, outside on the lot or in the service or parts departments. All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.

**Blimpies**  
Amargosa Rd.  
(no longer running)  
Victorville, CA United States

**02/2006**  
-  
**08/2006**  
**Salary:**  
7.75  
USD  
Per  
Hour  
**Hours**  
**per**  
**week:**  
25

**Front line**

A food service worker can be a prep cook, dishwasher, food server or the head chef or manager. A prep cook works under the supervision of the head chef. He or she chops vegetables, prepares meats and measures out the ingredients needed. A prep cook may occasionally serve double duty as a dishwasher, although larger kitchens usually employ people whose specific job is washing dishes.

A food server is the face of the restaurant. Responsible for taking customers' orders, serving food and accepting payment from them at the end of the meal. Some servers may also seat customers at tables. They are required to be familiar with the restaurant's menu and to provide service that is appropriate to the type of establishment at which they work.

**Apatite Self Storage**  
Apatite Avenue  
Victorville, CA 92392 United States

**10/2004**  
-  
**02/2006**  
**Salary:**  
12.00  
USD  
Per  
Hour  
**Hours**  
**per**  
**week:**  
40

**Resident Manager**

**Supervisor:** David Hays (760-987-7498)

**Okay to contact this Supervisor:** Yes

The resident manager verifies the signing of the lease with new tenants. She prepares the residence after a vacancy by collecting keys and inspecting vacated units for damage. She performs annual inspections of units to ensure each unit is running in functional order. The manager acts as mediator for tenant disputes. She schedules routine maintenance and lawn care for the property. It is also her duty to distribute information related to residential matters to the tenants. She may coordinate programs and activities for the tenants in the housing organization to participate in.

**Arbys**  
Bear Valley Rd.  
Victorville, CA 92392 United States

**01/2002**  
-  
**10/2004**  
**Salary:**  
6.25  
USD Per  
Hour  
**Hours**  
**per**  
**week:**  
20

**Front Line food service**

A food service worker can be a prep cook, dishwasher, food server or the head chef or manager. A prep cook works under the supervision of the head chef. He or she chops vegetables, prepares meats and measures out the ingredients needed. A prep cook may occasionally serve double duty as a dishwasher, although larger kitchens usually employ people whose specific job is washing dishes.

A food server is the face of the restaurant. Responsible for taking customers' orders, serving food and accepting payment from them at the end of the meal. Some servers may also seat customers at tables. They are required to be familiar with the restaurant's menu and to provide service that is appropriate to the type of establishment at which they work.

**Norms**  
Harbor  
Anaheim, CA United States

**01/2001 -  
01/2002**  
**Salary:**  
6.25 USD  
Per Hour  
**Hours**  
**per**  
**week: 15**

**Cashier/Trainer/Waitress**

A food service worker can be a prep cook, dishwasher, food server or the head chef or manager. A prep cook works under the supervision of the head chef. He or she chops vegetables, prepares meats and measures out the ingredients needed. A prep cook may occasionally serve double duty as a dishwasher, although larger kitchens usually employ people whose specific job is washing dishes.

A food server is the face of the restaurant. Responsible for taking customers' orders, serving food and accepting payment from them at the end of the meal. Some servers may also seat customers at tables. They are required to be familiar with the restaurant's menu and to provide service that is appropriate to the type of establishment at which they work.

**Education:** **Kaplan University** Davenport, IA United States  
Master's Degree 01/2014

**Credits Earned: 0**  
**Major:** Criminal Justice **Minor:** Law

**Kaplan University** Davenport, IA United States  
Bachelor's Degree 01/2012  
**GPA:** 3.24 of a maximum 4.0  
**Credits Earned:** 180 Quarter hours  
**Major:** Legal Studies **Minor:** Psychology  
**Relevant Coursework, Licenses and Certifications:**  
Psychology SS124  
Introduction to Law Is102  
Legal Ethics PA 253  
Psychology Program and Profession PS 115  
Constitution Law LS 305  
Criminal LAW PA 260  
Law and Society LS 308  
Trial and Courtroom Presentation PA 335  
Introduction to Legal Analysis and Writing PA 205

**CCA Military Academy** Hesperia, CA United States  
High School or equivalent 04/2004  
**GPA:** 4.0 of a maximum 4.0  
**Relevant Coursework, Licenses and Certifications:**  
Emphasis in Military training, and history.

**Virginia College of Birmingham Alabama** Birmingham, AL United States  
Some College Coursework Completed  
**GPA:** 2.28 of a maximum 4.0

**Credits Earned:** 67 Semester hours  
**Major:** Business Administration Management

**Job Related Training:** EEO Advisor Training, 03/24/2011  
National Disability Training, 11/15/11  
The "Sixth Man Award", 08/12/10  
Employment Development Department, 06/21/11  
UI Division CCA, 02/11/2010  
ROC Award, Recognition for Outstanding Customer Service  
Welcoming Diversity Training, 11/03/2011

<b>Language Skills:</b>	<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Read</b>
	Arabic	Novice	None	None
	English	Advanced	Advanced	Advanced
	Spanish	Intermediate	None	None

**Affiliations:** National Society of Collegiate Scholars - Member  
American Bar Association - Member  
International Association of Workplace Professionals - Legislative Co-Chairs  
Ethics, Gideon and Professionalism Committee - Member

**Professional Publications:** International Association of Workplace Professionals  
American Bar Association  
National Society of Collegiate Scholars

<b>References:</b>	<b>Name</b>	<b>Employer</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
	David Rizo (*)	Federal Correctional Complex	Senior Correctional Officer	760-780-9080	Drizo@bop.gov
	Bartholomew Fay	Edward Air Force Base	Contractor	805-458-6769	
	Bruce Karp (*)	Patton State Hospital	Psychologist	760-902-3103	bkarp3@verizon.net
	Nella Wormington (*)	State of California	EMP II	909-799-8700	nella.wormington@edd.ca.gov
	Robert Hawkins (*)	Retired US ARMY	Special OPS	760-792-9049	

(\*) Indicates professional reference

**Additional Information:** Understands structure/purpose of a database  
Understands strengths and weaknesses of databases  
Understands basic terminology - fields, records, files  
Opens and uses a commercial database eg. electronic encyclopaedias  
Locates specific information searching by subject, key word, author  
Locates specific record(s) using find function  
Uses relevant fields  
Chooses appropriate data types for fields  
Sorts data  
Adds/deletes records  
Edits data in an existing record  
Understands the purpose/structure of a spreadsheet  
Interprets data from an existing spreadsheet  
Understands terminology - column, row, cell, cell range  
Understands cell addressing  
Understands active cell  
Enters data (labels, values) in a cell  
Formats data in a cell eg. bold, alignment  
Generates appropriate graphs eg. bar, column, line  
Changes column width and row height  
Adds/deletes row/columns  
Uses sum formula and undertakes basic calculations  
Formats data to currency, time, number, percentage

Sorts data

Understands strengths and weaknesses of a spreadsheet+

Understands the general structure of an email address

Interprets features of an inbox eg. owner, date, subject, size

Interprets features of a new message eg. To, Cc, Subject

Interprets features of a retrieved message eg. From, Date sent, Reply, Forward

Retrieves and replies to an email

Forwards an email

Sends an attachment with an email

Understands purpose of a browser

Understands the general structure of a web address

Equates URL with web address

Uses prepared bookmarks

Uses and understands the features of a browser (back, forward, stop, search, refresh, history, home buttons, address bar, loading status)

Understands and uses key words in a simple search

Understands key features of a web page (links, site map, feedback, email)

Bookmarks a location

Uses and understands hyperlinks/navigation buttons

Chooses appropriate sites from a search

Interprets information from a website

Cites any electronic references to information used

Contributes to the creation of a basic web-page - text, graphics, hyperlinks

Determines whether information is current, accurate and reliable

Creates a simple slide show with text, images.

Inserts slides.

Chooses appropriate slide design and layout.

Adds sounds.

Creates a master slide template.

Understands that a presentation is clear, concise and logical.

Understands navigation buttons/hyperlinks.

Recognises elements of a multi-media presentation

Uses freehand drawing tools - pencil, straight and curved lines.

Uses shape tools/objects.

Uses paintbrush, paintbox/fill with colour, spray can/airbrush, eraser.

Uses text tool.

Selects objects with selection tool.

Deletes selected objects.

Crops selected objects.

Copies/duplicates graphic elements.

Uses line properties - thickness/colour.

Uses fill pattern/colours/shading.

Flips, rotates objects.

Layers objects - moves to front/back.

Inserts graphics from various sources eg. clip art, digital image.

Changes the size of displayed clip art/graphics.

Uses a digital camera to create a graphics file.

Moves clip art/graphics within a document.

Uses a scanner to convert a picture into a graphics file.

Understands animation/illusion of movement