



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Planning Commission OTHER POSITION: Community Services Commission

APPLICANT'S NAME: Matthew Jon Matias

RESIDENCE/BUSINESS ADDRESS: 641 Warne St Apt B, La Habra, CA 90631

PHONE: 562-713-5307 FAX: _____ E-MAIL: redxisnub@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 25 Years OCCUPATION: Leasing Professional

EDUCATIONAL BACKGROUND: Associates Degree in Social Behavior and Self Development. Associates Degree in So

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

Real Estate Salesperson License(CA)
Life and Health Insurance License(CA)
Series 6 - the Investment Company and Variable Contracts Products Representative Qualification Examination(CA)
Series 63 - The Uniform Securities State Law Examination (CA)

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

N/A

CIVIC INTERESTS:

I've lived in La Habra for all my life and I love this City. I have an interest in being part of the La Habra City Government, to work with individuals who want to see La Habra stay the great city it is, and bring to the table any ideas to make it better.

DO YOU POSSESS ANY SPECIAL SKILLS?:

With my training as a Real Estate Salesperson and my time in the financial industry also holding a Series 6 and 63 licenses (Investment Licenses), I believe I have the skillset to help the planning commission analyze potential city projects. I have also worked full time in property management as a Leasing Professional and stay active in learning market conditons, and also knowing city programs.

ADDITIONAL COMMENTS:

As a resident of La Habra for the past 25 years, I have a vested interest in doing whats best for our City. I believe the experience I've gained in the Real estate/Property Management, and also FinanceInvestments field, have given me the experience and knowledge to make well educated decisions to provide to the Planning Commission.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: _____

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

Planning Commission
City Of La Habra
Committee Recruitment

Dear Committee Recruitment Team

It is with a great deal of enthusiasm that I find myself applying for a position on the Planning Commission (other position being Community Services Commission)

I have acquired excellent life experience and skills that would bring value to the City of La Habra. I have acquired skillsets as a licensed Real estate Salesperson for the past 7 years to provide an educated insight to the planning commission in its decision making in planning and development issues that our City may face. I also understand the sentiment of the people in the city by looking through social media platforms the City has and reviewing comments and feedback from other residents on what projects they would like to see in our city or concerns they may have.

I am also License with a Series 6 & 63 license, which is license specific to the financial investments field. I spent a couple hundred hours obtaining these licenses and learned invaluable information on how financial markets work and function, which may also bring a different insight to the planning committee.

Other than my licenses and self-employed businesses, I also work as a Leasing Professional with Greystar Property Management. I assist the property management team in its overall leasing efforts in maintaining our property at budgeted occupancy levels to ensure we remain fiscally sound.

The skillsets I would bring to the City of La Habra would be that I have experience in real estate, analyzing developmental and financial opportunities, an understanding for market sentiment, finance and investments, and what residents want to see in our City.

I have enclosed my resume for review. For your convenience, you can reach me either at the telephone number or email listed within to set up a personal interview.

Thank you for your time and consideration; hope to hear from you soon.

Sincerely,

Matthew J. Matias

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

Objective: To become part of the City Planning Commission (other position being Community Services Commission).

Qualifications:

- Real Estate License
 - Life and Health Insurance License
 - Series 6 - the Investment Company and Variable Contracts Products Representative Qualification Examination(CA)
 - Series 63 - The Uniform Securities State Law Examination (CA)
-

Work Experience:

Greystar, The Oasis Anaheim Apartments/Arte West, CA United States

Leasing Professional Nov 2020 - Current

- Performs all sales and leasing activities to achieve the community's revenue and occupancy goals by greeting and qualifying prospects, conducting community tours and showing apartments, processing applications, credit screening, and criminal background checks, preparing the lease and move-in package, and ensuring a smooth resident move-in and lease signing.
- Inspects apartments prior to resident move-in and ensures apartments are in move-in ready condition and schedules any outstanding item to be addressed with the maintenance team.
- Stays informed about current market and competitor conditions that may impact the community's occupancy and sales results, develops and implements short- and long-term marketing plans and goals to sustain occupancy, and follows the community's established policies related to concessions, specials, and other programs to boost occupancy.
- Designs and executes marketing activities to create and drive traffic to the community, including implementing resident referral and employer outreach programs, using internet marketing tools (Craigslist, Facebook, e-mail, and other websites), and following other community-specific marketing plans, drives, and special programs.
- Uses the on-site property management software (OneSite, Yardi, etc.) to track apartment availability, record traffic and leasing activities, manage resident and prospect data, and capture critical demographic and other information about existing and future residents.
- Ensures that the community and show units meet the Company's standards for show quality by daily inspecting the marketing corridor and leasing tour, communicating maintenance and upkeep needs to the community's maintenance team members, merchandising and ensuring a physically appealing show unit and/or model and amenities, and preparing the leasing office for daily leasing activities.
- Follows-up with prospects and new residents to ensure satisfaction by sending e-mail, thank-you notes, and cards or making telephone calls or other contacts to finalize decisions to lease and/or renew.
- Executes and performs activities in support of the community's lease renewal program by preparing lease renewal letters and packages for residents, meeting with and contacting renewing residents in advance of move-out dates and ensuring that lease renewal documents are signed and implemented on time.
- Responds quickly and courteously to resident and client/owner concerns and questions and takes prompt action to solve problems and/or document and convey resident or other requests to the appropriate individual(s).

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

PIH Whittier Hospital, CA United States

Hospital Assistant Nov 2018 – Nov 2020

- Transporter
- Morgue Transports
- Radiology Transports
- Emergency/ICU Transports
- Code Blue Responder
- Patient Transfers within hospital
- Training new employees

All Nations Realty and Investments, Ca United States

Real Estate Agent Jan 2017 - Current

- Buyer/Seller's Agent
- Foreclosure/Short Sales
- Investments
- Residential Property Sales
- Market Analysis
- Showing properties to buyers

World Financial Group/Transamerica, CA United States

Financial Professional June 2016 – August 2020

- Life & Health Insurance Licensed
- Annuity, Long Term Care, Anti Money Laundering Certified
- Life Insurance Planning, Long Term Care Planning
- Retirement Planning
- Mutual Funds, ETF's

Cedar Sinia Medical Center, Ca United States

Central Patient Transportation March 2015 – January 2016

- Transporter
- Emergency/ICU Transports
- Morgue Transports
- Patient Discharges
- Train new employees

Clinical partner January 2016 – June 2017

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

- Provide personal care and safety requirements of patients quickly under the supervision of licensed nursing staff
 - Take vital signs of patients
 - Assist the care team by providing helpful, comforting and compassionate care to patients and families
 - Facilitate the admission, discharge and transfer of patients on and off the unit
 - Maintained an arranged unit environment with adequate supplies and equipment in order to smooth the progress of staff
 - Contributed to efficient communication
 - Train new employees
-

Melrose Catering Brea, Ca United States

Catering Staff Feb 2014 – March 2015

- Server

Knotts Berry Farm Buena Park, Ca United States

Guest Service Associate Oct 2011 – March 2014

- Cashier
- Organized shops
- Maintained stock in the shops
- Trained new employees
- Cash Handling
- Suggestive selling

Pizza Hut Brea, Ca United States

Team Member Jan 2011 – Aug 2011

- Dealt with orders on the phone and in person
 - Cash Handling
-

Education:

RIO HONDO Whittier, Ca United States

Mathematics and Science, Jun 2012 - Current

- Current GPA is 3.5
 - Completed over 70 college units
 - Completion of CNA Program, taught by Patricia Luna
 - Obtained three Certificates of Academic Excellence
 - 2 Associate degrees with Rio Hondo College
-

RIVER SPRINGS CHARTER SCHOOL Temecula, Ca United States

Aug 2007- Jun 2011

Awards/Certificates:

- Real Estate Salesperson License, Id #01949365
- Series 6 & 63, Life and Health Licenses

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

*Certificate of
Academic Excellence*

Awarded to

Matthew Matias

*For maintaining a 3.5 or higher grade point average and qualifying
for the Fall 2012 Honors List. Wishing you continued success.*



A handwritten signature in black ink, appearing to read "Teresa Dreyfus".

Teresa Dreyfus
Interim Superintendent/President

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

*Certificate of
Academic Excellence*

Awarded to

Matthew Matias

*For maintaining a 3.5 or higher grade point average and qualifying
for the Fall 2013 Honors List. Wishing you continued success.*



A handwritten signature in black ink, appearing to read "Teresa Eneyfuss".

*Teresa Eneyfuss
Superintendent/President*

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com

*Certificate of
Academic Excellence*

Awarded to

Matthew Matias

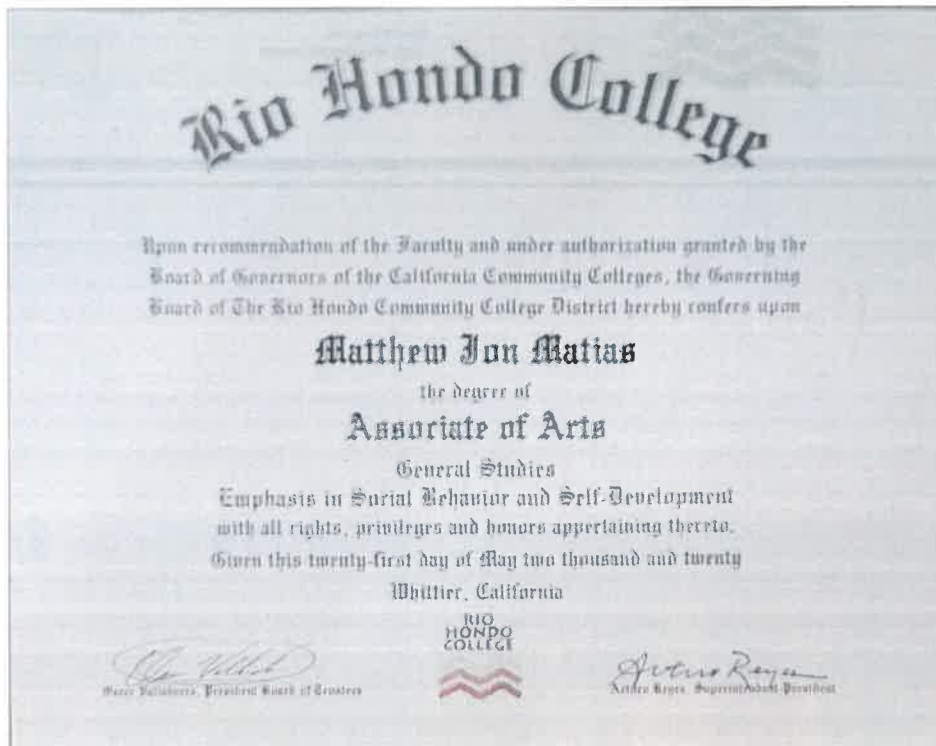
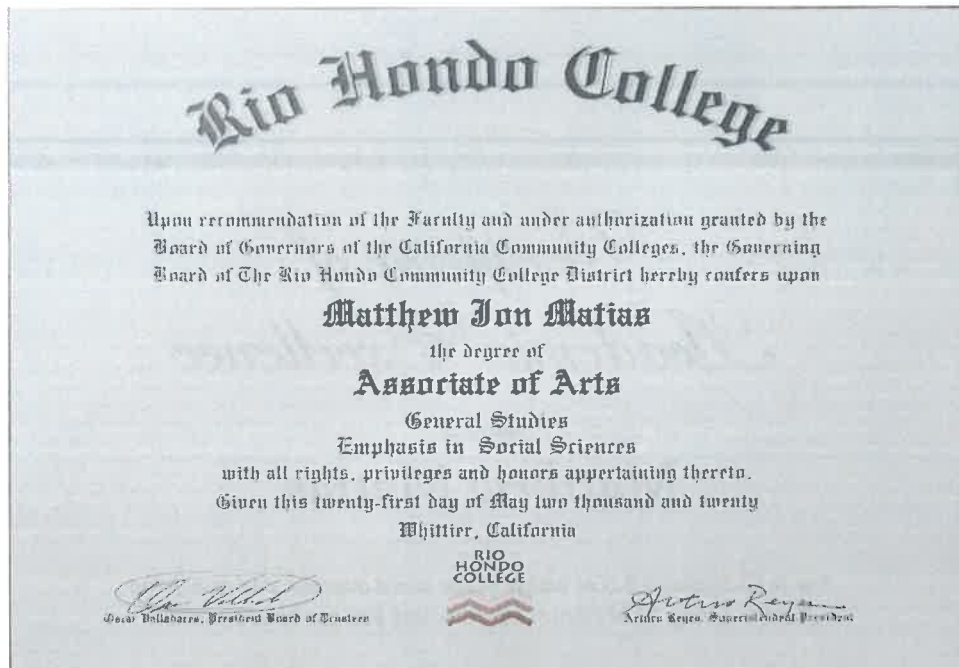
*For maintaining a 3.5 or higher grade point average and qualifying
for the Spring 2014 Honors List. Wishing you continued success.*



A handwritten signature in black ink, appearing to read "Teresa Dreyfus", written over a horizontal line.

Teresa Dreyfus
Superintendent/President

Matthew Matias
641 Warne St APT B
La Habra, 90631
562-713-5307
redxisnub@gmail.com





CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Community Services Commission OTHER POSITION: _____

APPLICANT'S NAME: Gabriela Garcia

RESIDENCE/BUSINESS ADDRESS: 761 Ember Lane, La Habra, CA 90631

PHONE: 562-884-2334 FAX: _____ E-MAIL: gabriela.b.garcia@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 11 years OCCUPATION: Project Manager

EDUCATIONAL BACKGROUND: BS in Business Administration

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:
N/A

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:
N/A

CIVIC INTERESTS:
I volunteer and am interested in volunteering in programs that help children, senior citizens, low income families and others in need.

DO YOU POSSESS ANY SPECIAL SKILLS?:
I possess excellent project management skills, website design and graphic design skills.

ADDITIONAL COMMENTS:
I have served as a commissioner from 2019 to 2022. I have enjoyed my time as a commissioner, although our activities were limited due to COVID. I would like the opportunity to continue to serve our community and represent the interest of the citizens of La Habra. Thank you.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: Gabriela Garcia Digitally signed by Gabriela Garcia
Date: 2022.01.27 16:23:27 -08'00'

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____
LH Resident Verified: _____ Date Verified: _____
Interview Date: _____ Interview Time: _____
Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____
Date Follow-up Letters Mailed: _____ Date Completed: _____

SUMMARY

Web Project/Product Manager

Experienced Web Project/Product Manager with a proven history of implementing, managing, and maintaining websites of varying size. Facilitator between business needs and technology requirements and capabilities.

EXPERIENCE

Southern California Edison/Edison International
Sr. Project Manager/CDP change to Sr. Advisor
Rosemead, CA

Since 2013

- Responsible for managing and supporting Edison's family of websites with specific attention to content critical to Edison's reputation and branding efforts. Responsible for working in partnership with IT to implement web technology projects managing design, functionality, and content development with an eye for corporate image, reputation, and user experience.
- Managed a project to upgrade and consolidate two separate instances of Adobe Experience Manager (AEM). This required extensive planning to consolidate workflows for user registration, login and password reset, migration of users and group permissions as well as the migration of all web content and assets.
- Managed the implementation of a newly redesigned Edison.com website on AEM.
- Provided support and subject matter expertise in the launch of Edison's Digital Asset Management (DAM) system. Led the effort to define the taxonomy for tagging assets, set-up of the folder structure for managing assets, user acceptance testing and user training.
- Provided subject matter expertise on developing companywide web design guidelines.
- Key team member in crisis and emergency response teams supporting communications on SCE web channels.
- Provided user acceptance test development and execution for multiple website launches.

Southern California Edison
Digital Project Manager (Contract)
Rosemead, CA

2011-2013

Product Manager responsible for finding opportunities to drive self-service transactions through sce.com and My Account. This includes identifying

Gabriela B. Garcia

562-884-2334

Gabriela.B.Garcia@gmail.com

improvements in existing processes, simplifying existing processes and leveraging new channels, technology, or external partners.

- Developed a tactical plan of low and no-cost initiatives to drive self-service through increased enrollment and adoption of online billing – a key driver for customer satisfaction.
- Executed 20+ individual projects in 2012 resulting in 26k incremental enrollments, a 30% increase from the previous year.
- Led workshops with a cross-functional team to identify gaps and opportunities to drive billing and payment related self-service transactions. The result of the workshops was a plan focused on customer-centric solutions.
- Managed the day-to-day content process for sce.com including interfacing with key stakeholders including Corporate Communications, IT and program and marketing managers throughout the organization.
- Led the identification and delivery of translated content as part of the Strategic Upgrade Program release 1 which introduced a new look & feel to sce.com and expand the availability of translated content. 70% of customer-focused content was translated into the four primary languages of SCE's customer based to support the growing diverse customer base and enable greater use of the website for customer support.
- Developed and executed a communication plan to increase awareness and understanding of the sce.com re-launch among internal employees as well as external customers.
- Successfully managed the implementation of the Home Energy Guide. This included overseeing design and content work from an external agency and working closely with the program manager and IT partners.
- Provided review and guidance on sce.com design standards, style guide as well as web accessibility guidelines.

Southern California Edison

2010-2011

Statewide Marketing Campaign Website Project Manager

(Contract)

Rosemead, CA

Responsible for the overall management of the Statewide Marketing Education and Outreach web portal for consumers and energy practitioners. Managed relationships with an external marketing agency, leads from other investor-owned utilities (IOU) and the California Public Utilities Commission (CPUC) staff to effectively execute campaign messaging and tactics on the web portal.

- Managed outreach and training to over 100+ organizations that used the Rebate Finder tool on the web portal to reach out and communicate energy efficiency rebates, programs and services to California homeowners and businesses.

Gabriela B. Garcia

562-884-2334

Gabriela.B.Garcia@gmail.com

- Served as the point of contact for all external parties interested in leveraging the data and capabilities of the web portal including other utilities and state agencies.
- Served as the subject matter expert and agency liaison for social media tactics including approval of the weekly content calendar and Facebook marketing campaign plan.
- Managed the creation of web content to support campaign messaging.
- Developed and executed a plan for better integration between social media marketing tactics and the web portal. This included running weekly meetings to coordinate activities between all digital channels.
- Responded to all data requests submitted by the CPUC related to the web portal thoroughly and in a timely manner.
- Managed maintenance and enhancement requests with the technical web development agency.
- Managed the development of a marketing plan for the statewide Energy Savings Assistant Program. This involved working with an external marketing agency and program and marketing managers from four IOUs to get agreement on creative concepts, messaging, and media planning.

Southern California Edison
eCommerce Project Manager (Contract)
Rosemead, CA

2010

Part of the Customer Experience Management eCommerce Team responsible for managing web projects end-to-end from requirements gathering, analysis and design, development, testing and implementation. Supporting the Customer Strategy and SCE.com Strategic Upgrade initiatives.

- Served as the business lead in the implementation of a new content management system including content migration planning, resource planning and testing of over 2,000 pages of content.
- Served as the Project Manager through the initial design phase of the sce.com redesign project coordinating project activities, action items and schedules between the external design agency, internal subject matter experts and IT.
- Mitigated risk of non-compliance of web accessibility guidelines for SCE.com.
- Led and facilitated requirements gathering workshops for customer strategy projects often under compressed deadlines.
- Provided review and approval for detailed project documents including functional specifications and business requirements.

EDUCATION

**Bachelor of Science Degree, Business Administration: Management
Information Systems**
California State University, Long Beach - Long Beach, CA

SKILLS

Digital

- User experience and user interface (UX/UI) design, web content accessibility, reporting and analytics, graphics editing

Technical

- Microsoft Office, Adobe Acrobat, Adobe Photoshop, Adobe Experience Manager (AEM), Drupal, Adobe Analytics

Interests

Community Service & Volunteering

- I served as an Advisor for the La Habra Youth Committee in 2021-2022
- I served as a Girl Scout Troop Leader for my daughter's troop from 2016-2021
- In the past I served on the PTA for my daughter's schools in the position of Secretary
- I have volunteered at the OC Food Bank

Positions Held

- I served in the La Habra Community Services Commission from 2019-2022
- I served as a chair for the Professional Development & Advancement team for LEAD (Latinos for Engagement, Advancement and Development), an SCE business/employee resources group, from 2021-2022



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Planning Commission OTHER POSITION: Community Services Commission

APPLICANT'S NAME: Richard LaBounty

RESIDENCE/BUSINESS ADDRESS: 1311 Carpenter Street

PHONE: 714-625-6293 FAX: _____ E-MAIL: richard.j.labounty1971@gmail

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 1 yr 2 mos OCCUPATION: Vice President for large Fire Sprinkler Contractor

EDUCATIONAL BACKGROUND: High School Grad, 2 years of college

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

National Institute For Certification In Engineering Technologies

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

This would be my first.

CIVIC INTERESTS:

To serve the community and let my voice be heard.

DO YOU POSSESS ANY SPECIAL SKILLS?:

Team Building Project Management Cost Management
Training and Development Construction Management P&L Analysis
Contract Negotiations Safety Leadership Strong Leadership Qualities

ADDITIONAL COMMENTS:

I have been in the Fire Protection Industry for over 20 years. I started at the bottom as an Apprentice in the field and worked my way up the corporate ladder (even skipped a few rungs) to my current position of Vice President. My college education background is limited but my aspirations are not.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: Richard LaBounty

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

Richard "Rick" LaBounty, CET

1311 Carpenter Street, La Habra, California 90631
Richard.J.LaBounty1971@gmail.com - 714-625-6293

Professional Experience

Vice President:

2021 – Present – XL Fire Protection – Santa Ana, California

- Responsible for all fire sprinkler construction operations in California and Nevada. This includes all equipment and personnel management to align with corporate policies and procedures including Project Management and P&L Analysis.
- Oversee all project pursuit, procurement, business development, project cost and revenue, and monitoring schedules as well as providing problem solving, and issue resolution in alignment with company policies and programs.

Significant Projects: SOFI Stadium, YouTube Theater, Wilshire Grand Center, California Market Center

Senior Project Manager:

2013 – 2021 – XL Fire Protection – Santa Ana, California

- Provided leadership and management for several major fire sprinkler installation projects up to \$8 million from inception through completion while meeting stringent budget and schedule requirements, ensuring consistency with company strategy, commitments, and profitability.
- Prepared complete and comprehensive RFI's, Change Orders, Construction Change Directives, and other documents required by contract.

Projects: Riverside Convention Center, Anaheim Regional Transportation Intermodal Center, Great Wolf Lodge Water Park and Hotel, Columbia Square Towers, Wilshire Grand hotel, USC Village, Hollywood Park Casino, Wallis Annenberg Center for the Performing Arts, LAX Airport Expansion

Account Executive:

2012 – 2013 – VFS Fire and Security Services – Anaheim, California

- Using blueprints and bid documents: conducted and coordinated site surveys and estimated project costs for all aspects of fire sprinkler system contracts: material, labor, freight, engineering, fabrication, and subcontracts.
- Coordinated with Engineering and Operations Departments for project reviews, schedules, and reports; provide final bid and proposal documents.
- Maintained, facilitated and coordinated communication with Contractors, Sub-Contractors, and their Representatives during project implementation and completion.
- Established, managed, and submitted change orders; tracked all expenditures and conducted periodic budget reviews.

Achievements: (1) Booked several Northrop Grumman projects (2) Achieved assigned profit margins on all projects booked.

Fire Sprinkler Manager/Estimator :

2010 – 2012 – Bob Peters Fire Protection – Long Beach, California

- Responsible for the fire sprinkler departments operations, including the supervision of 17 field/department personnel and the administration of fire sprinkler sales and service performance and profitability objectives. Manage all staffing, scheduling, and technical issues. Develop program budgets, operational policies and procedures for maximizing team performance and leadership development.
- Develop and implement company field policies, standard operating procedures, communication protocols, business processes, and safety training programs to educate field personnel in fire protection and prevention, occupational safety hazards, and OSHA requirements.
- Obtain and review bid documents to determine material, labor, and profit requirements and provide customers with written proposals for new fire sprinkler system installations, tenant improvements, emergency repair services and annual/five-year inspections and deficiencies.

Achievements: (1) Achieved a decrease in labor expense by redefining job responsibilities and processes to eliminate duplication and improve performance across operations. (2) Achieved a reduction in costs related to sourcing materials by negotiating favorable pricing and terms with new local suppliers to improve price competitiveness.

Fire Sprinkler Fitter/Inspector:

2004 – 2010 – Tri-County Fire Protection – Hesperia, California

1996 – 2004 – SimplexGrinnell – Orange, California

- Read and interpret blueprints to install, maintain, and repair above ground fire suppression systems and underground private fire service piping and control equipment in Industrial and Commercial properties to include: wet pipe systems, dry pipe systems, deluge systems, pre-action systems, anti-freeze loop systems, foam-water systems, fire hydrants, back flow prevention devices, post indicator valves, yard fire department connections, storage tanks, and horizontal/vertical electric and diesel fire pumps.
- Conduct service calls and perform on-site emergency troubleshooting and repairs of all types of fire suppression systems, identifying code issues and non-compliance issues, and preparing accurate and timely reports. Inspect and test above ground fire sprinkler systems and underground private fire service piping to include: pretests, service flow tests, head pressure tests, hydrostatic tests, and annual/five-year inspections.
- Evaluate designs of fire protection systems for a variety of facilities. Perform fire sprinkler system code inspections and fire hazard surveys of buildings and their operations and processes. Identify corrective actions necessary to bring the fire sprinkler system into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives.

Certifications

- Penn State University – Sprinkler Fitter Apprenticeship Program – Local 669
 - NICET (National Institute For Certification In Engineering Technologies) – Level 2 – Water Based Systems Layout
-



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Planning Commission OTHER POSITION: _____

APPLICANT'S NAME: CHRISTOPHER EASTRIDGE

RESIDENCE/BUSINESS ADDRESS: 2351 W LA HABRA BLVD

PHONE: 5629220199 FAX: _____ E-MAIL: _____

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 1 YEAR OCCUPATION: GOVERNMENT

EDUCATIONAL BACKGROUND: MBA

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

USAF RETIRED, NCOA SGTS ASSOCIATION, VFW HALL

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

USAF RETIRED, NCOA SGTS ASSOCIATION, VFW HALL

CIVIC INTERESTS:

I WANT TO USE MY MILITARY AND FEDERAL EMPLOYEE SUPERVISORY SKILLS TO TAKE CARE OF MY COMMUNITY.

DO YOU POSSESS ANY SPECIAL SKILLS?:

SEVENTEEN YEARS OF MILITARY LEADERSHIP AND FEDERAL CONTRACTING OFFICER (MILITARY CONSTRUCTION) EXPERIENCE.

ADDITIONAL COMMENTS:

I AM READY TO MAKE A DIFFERENCE IN MY COMMUNITY AND GIVE BACK.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: Christopher Eastridge Digitally signed by Christopher Eastridge
Date: 2022.02.07 12:34:06 -08'00'

----- Please do not write below this line -- for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

SUMMARY OF QUALIFICATIONS

Highly motivated, energetic, Contracting Professional with over 15 years' experience in cradle-to-grave acquisition management, in both Metro, National Defense and civilian sectors. Assists in the preparation, review, and administration of contractual proposals relating to construction projects. Responsible for preparing bids and negotiating specifications for materials, equipment, manpower, or other construction services. Managed multi-type contract portfolios, valued from \$500 million to \$9.2 billion, supporting the Metro & U.S. Department of Defense including the Navy, Air Force, Army, Defense Advanced Research Projects Agency, Missile Defense Agency, Defense the Logistics Agency, Department of Veterans Affairs, Defense Contract Management Agency, National Guard, Pentagon, and Defense Microelectronics Activity. Recognized expertise in Government contracting compliance, ITAR Compliance, Prime/subcontractor work/business plans, IGCE expert in a federal contracting space and contractor performance. Defense Acquisition University, NCMA, CCO, DAWIA Level I & II Certification, with certification at DAWIA Level III anticipated in 2020.

SIMILAR JOB EXPERIENCE

Experience with contract solicitation, award and administration procedures and techniques, including applying contracting principles, laws, regulations and procedures to pre-award and post-award actions, sufficient to procure and administer contracts for a variety of services, products, equipment and other goods.

Experience analyzing and solving problems related to contractual issues and make recommendations.

Experience utilizing various contract vehicles including indefinite delivery indefinite quantity, purchase orders, interagency agreements, and blanket order agreements.

Experience using program or technical requirements to perform or direct evaluations of the financial and technical capabilities or the performance of the contractor.

Experience preparing statements of work in collaboration with program personnel and prepares appropriate file documentation as required by the Federal Acquisition Regulation (FAR), including justifications.

Experience resolving pricing conflicts and placing bids with different vendors as required.

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

PROFESSIONAL EXPERIENCE

Branch Chief/Supervisory Contract Specialist (GS15/\$140k a year)
June 2020-Present
USACE Los Angeles
Los Angeles, CA

Exercises independent judgment and discretion as a technical subject matter expert, "Senior" (unlimited warrant) Contracting Officer and a Supervisory Branch Chief.

Works with both pre-award and post-award contracting functions to support District and Region missions when accomplished through contracts, for specialized procurement programs of significant importance to the U.S. Corps of Engineers.

Awards contracts typically extend over several years; are unique and present significant problems to overcome; and involve complex programs, services, or construction.

Serving as the Senior Supervisory Contracting Officer over the Branch, has complete authority or oversight for all contractual actions and phases of the program including initial planning, requirements definition and determining contracting type.

Responsible for the full range of contract specializations including acquisition planning, solicitation, negotiation, cost and price analysis, evaluation and award, and administration for all contract types including cost reimbursable and other types

Serves as the senior contract specialist responsible for coordinating and the approval of the pre-award and post-award functions of complex, high dollar value, and mission-essential contracts, ensuring sufficient funds are available for obligations;

Currently serving as principal advisor to program officials in procurement planning meetings. Advises program officials of procurement objectives to be used and assists in the preparation of statements of work.

Serving as lead in developing and executing acquisition strategies, to include planning, reviewing solicitation, negotiation, award, contract administration, and close-out. Currently hold a unlimited warrant which covers projects over four states and over \$100 billion in contracts actions.

Serving as lead negotiator responsible for the development and monitoring of negotiation plans, coordinating pre-negotiation conferences, participating as an authority and expert at such conferences, negotiating intensive settlements with contractors and close-out assigned contracts.

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

- Currently responsible for variety of regional and/or DoD contracting actions such as construction related service and A&E equipment/supplies to include facility maintenance and environmental service contracts.
- Supervises 10 employees and manage assignments; review/evaluate work; establish/track metrics while fostering teamwork in the organization.
- Approves work schedules and leave requests; review resumes, interview candidates and make selections; review and certify position descriptions; develop, execute and approve training and training requests.
- My responsibilities are to interface with regional staff to ensure office is providing quality contractual support. This position may assume role as office deputy in his absence.
- Acts on the Government's behalf in accordance with established procedures on the disputed contractual issues which may be submitted directly to the Contracting Officer or another forum such as the General Accounting Office or agency board of contract appeals.

Contracting SME/Trainer (GS15/\$140k a year)
Nov 2019-Present
ASI Govt/State Department
Washington DC

Responsible for contract administration training, providing a seamless transition at all level of the procurement

Deployed in-depth experience with Sole Source and Competitive Best Value requirements/training

Assisted mid to high-level contract and legal professionals in working with internal or external business teams on issues and developments relative to assigned contracts

Reviewed and negotiated contracts, task orders and modifications training modules

Designed guided supervised and coordinated all agreement development projects

Oversaw fleet property and records management

Negotiated terms and conditions contract settlements prices and modifications to government contracts

Approved preparation and execution of teaming and non-disclosure agreements

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

Conducted careful cost and price analysis in order to support budgeting specifications

Maintained relationships with external vendors and other relevant third-parties

Contract Manager/Contracting Officer (GS15/\$130k a year)

April 2018-Present

WMATA Metro

Washington DC

Responsible for all Rail/Bus services, construction and all procurement actions for over 13k employees and over 1 million riders daily

Oversees the negotiation, daily administration, and review of contracts for professional, support, and technical engineering projects and systems to ensure conformance with Metro procedures, specifications, and applicable regulations

Oversees, reviews and comments on Request for Proposals (RFPs) packages

Initiates action to resolve problems with consultants and other professional service firms; provides guidance in negotiating claims; reviews, monitors, and plans the acquisition of equipment and materials and selecting construction contractors

Provides business advisement to Project Management on upcoming and current solicitations and contracts

Provides guidance with other RFPs and Invitation for Bids (IFB) team members to answer questions and correct errors and/or inconsistencies

Approves final packages for advertising, printing, and distribution

Conducts pre-bid and pre-proposal meetings to answer questions and set schedules

Establishes evaluation criteria in conjunction with Project Manager

Receives bids and proposals; acts as chairperson on bid/proposal evaluation team; recommends contract awards to supervisor

Prepares various contract award letters and notices

Responds to bid and proposal award protests

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

Participates in initial contractor and consultant conferences

Completes final draft of contracts

Reviews and approves invoices and payments

Negotiates and approves change orders and contract amendments

Coordinates escrow agreements

Attends progress meetings to review contract issues, set payment schedules, and make adjustments to contract administration

Monitors contract compliance

Assists in developing claim strategies designed to minimize damage assessment and effect on schedules

Arranges and participates in final inspection and prepares closeout documents

Prepares monthly status reports, summaries, and other correspondence

Briefs management on assigned projects and give oral presentations as applicable

Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees

Contributes to ensuring that the EEO policies and programs of Metro are carried out

Team Lead Construction Contracting Officer (GS-13 Step 2/NH3)
April 2018-April 2019
United States Air Force
Joint Base Andrews, Maryland

Warranted leasing officer (Software, Hardware and Govt Furnished Property/Real Estate)

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

Supervises 18 employees responsible for providing cradle-to-grave acquisition support to organizations, as assigned by the Commander/Director, and ensures that all contracting actions by the team comply with both legal and regulatory requirements and meets customer needs.

Performs pre/post-award functions, using a wide range of complex contracting methods and hybrid contract types (i.e. Cost-Plus and/or Fixed-Price).

ITAR certified for working with overseas vendors for contracts valued up to \$1 billion.

Responsible for all A&E, New/Old Construction, Saber and all other construction projects within the DMV DoD agencies.

Participates in program acquisition planning, designed to meet all construction contract site visits and to ensure all contractors are in State/Federal compliances.

Prime/subcontractor guru; worked with large contracts such as Boeing/NG and even small subcontractors from all over the world.

Assists in the preparation and maintenance of acquisition plans, appropriate milestone charts and related schedules.

Serves as point of contact for all contractor education and supervises all facets of the construction phase from IGCE to post construction completion.

Manages complex, sensitive, and critical DoD construction programs from the Army Core of Engineers.

Provides authoritative recommendations to improve procurement operations and all engineering post contract award status for all construction projects.

Team Lead Contracting Specialist (GS-13/14/Step 1)
2018
HQ Defense Commissary Agency (DeCA)
Fort Lee, Virginia

Oct 2017-Apr

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

Served as Team Lead and Warranted Contracting Specialist w/ \$10 Million warrant level, responsible for ensuring the organization's strategic plan, mission, vision and values were communicated and executed by the team.

Main ITAR Lead for all of agency.

Main reviewer/approver of IGCE throughout the entire agency

Provided support to commissaries through the performance of pre- and post-award actions for Commercial Activities Contracts.

Analyzed contractor statements, negotiated contractual changes, and planned the overall approach to meet contracting program objectives for procuring a variety of complex program requirements.

Oversaw contracts containing a wide variety of complexities such as special handling provisions, terms or conditions, unfavorable market conditions, complex. Long-term Competitive Sourcing and Privatization (CS&P), and limited competition or sole source due to urgency or quantity.

Executed post-ward contract performance management actions on contracts, such as those with cost reimbursement; and/or those with incentive arrangements.

Procured complex and/or diversified commodities, services, and/or construction. Determines appropriate method of procurement (i.e.: sealed bids or negotiation) using a wide range of contracting methods and contract types.

Evaluated contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics.

Managed construction contracts up \$25 million in value from cradle-to-grave contract actions in support of Joint DC/Maryland Army functions.

Served as the primary back-up for functional area managers and the VA/VHA HQ staff on issues related to training as it relates to requirements generation, trades-off, budget formulation, contract administration, policy implementation, strategic communication, personnel utilization and administrative support.

Assisted the Associate Director of Procurement Operations as he oversees the annual/multiyear fiscal planning with widely varying needs, goals, objectives, work processes and timetables throughout the enterprise.

Contracting Officer/ Team Lead/ (GS11-13 Position)
2017

Jul 2013-Oct

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

DoD LAAFB/NASA/DLA/DCMA HQ Los Angeles AFB

Served as an Administrative Contracting Officer (ACO) in administering Cost Accounting Standards and in resolving noncompliance issues based on evaluation of disclosure statements, reports, advice and assistance from legal office, price/cost analysts, engineers, auditors, and the subject matter experts.

Performed contract administration functions including: monitoring canceled funds, performing reconciliation, conducting contract closeouts, maintaining database integrity, determining eligibility, verifying evidence of contractor progress for approval of contract financing, and solving problems relating to assigned contracts.

Represents the organization by interacting with internal and external personnel on matters relating to Construction Schedules prepared by others.

Participates in multi-company interactive planning sessions to develop work sequence and logic.

Will integrate schedules from various entities to determine potential clashes where work or contracts interface.

Analyzes and comment and improve on CPM schedules as submitted by others.

Communicates schedule status on a regular basis via formal and informal meetings and reports.

Creates mini-schedules or milestones for various projects and perform what-if analyses.

Interacts with engineering and construction personnel to understand and communicate issues and conflicts that impact the schedule as work is progressing.

Evaluates the projects' earned value against schedule updates.

Contracting Officer/ Team Lead/ (GS12-13 Equivalent) Nov 2005-Jun 2016
United States Air Force, Non-Commissioned Officer, Active Duty/Reservist (Master
Trainer/Supervisor)
Davis-Monthan AFB, JB San Antonio

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

Planned acquisitions for standard or specialized services, programs, commodities and/or construction contracts, where specifications are standardized or not standardized where sole source or competitive markets existed.

Reviewed requisition packages for adequacy and completeness of description, consistency, and compliance with administrative, regulatory, and procedural requirements; exercises initiative and judgment in developing and coordinating the procurement package; contacts requester to resolve discrepancies and ambiguities

Developed solicitations, evaluated responses, and made award recommendations.
Compiled complete bidders' list from qualified applications, knowledge of suppliers, contacts with trade associations, Small Business Administration, or other sources.

Prepared and issued solicitation documents selecting appropriate clauses, ensuring clear and complete specifications, including packing and delivery requirements or other routine supplemental stipulations.

Utilized primarily firm fixed-price or similar contracts when historical and precedent data are available; performed detailed analysis of responses to solicitations, including price reasonableness, requests for preaward surveys, adequacy of competition, compliance with solicitation, and probability of meeting requirements.

Monitored contract performance and performed contract administration; monitored contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, progress meetings, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract.
Served as unit Subject Matter Expert, Supervisor, Master Trainer for Joint Base San Antonio and Army North.

EDUCATION & PROFESSIONAL CERTIFICATIONS

MBA, Accounting, University of Phoenix, 2016
BS, Business Management/Contract Management w/ Honors, University of Southern California 2009
Defense Acquisition University, DAWIA Level I & II, III

CHRISTOPHER M. EASTRIDGE, M.B.A., B.S.
2351 W LA HABRA BLVD LONG BEACH CA 90631
Phone: 562-922-0199 Email: ceast1985@gmail.com

FAC/C Certification Level I (currently working)
Warranted Contracting Officer w/ Unlimited Warrant Level (2015-2017)
AA, Contracts Management w/ Honors, Community College of the Air Force, Maxwell-Gunter Air Force Base, Montgomery, Alabama, 2006
Honor Graduate Contracting Officer course, 2011
Honor Graduate Contracting/Procurement Analyst course, 2010
DECA Contracting Officer/Supervisor Course (2018)
Federal Govt Acquisition Corps Membership (GS13-15) (2018)
DCAA AUDITOR LVL I CERT
DCMA UNLIMITED WARRANT AUTHORITY W/ NASA CLEARANCE & DARPA CLEARANCE 2014-2017
DARPA CP/R&D/COS Certified Level I (2016)
DCMA CFCM/CPCM Certification
DOD CFCM/PCO/ACO Certification

SOFTWARE PROFICIENCY & ANNUAL CERTIFICATIONS

Microsoft Office/Works, Oracle, PeopleSoft programs
IWMS, MOCAS, EDA, ETools (Electronic Tools Suite), MDO 2.1 (Modifications), Oracle, PDII, MilpDS, AMS, PeopleSoft, WAWF, SAM, and EProcurement
DCAA Senior Audit Level Certification 2016
CONIT Certified 2018
NASA/DARPA Clearance/Audit/CPA Certified
PROLOG/CONWRITE
SHAREPOINT/MICROSOFT OFFICE GURU
EPROCUREMENT/NAVY EMERGENCY CONWRITE SYSTEMS
Peoplesoft certified
E-Filing Certified



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Community Services Commission OTHER POSITION: _____

APPLICANT'S NAME: Denise Schmidt

RESIDENCE/BUSINESS ADDRESS: 331 W Country Hills Drive

PHONE: 714 356-2143 FAX: _____ E-MAIL: alohadenise54@yahoo.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 30 OCCUPATION: retired

EDUCATIONAL BACKGROUND: _____

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

current Community Service Commissioner since 2019. Previously served on La Habra Beautification Committee

CIVIC INTERESTS:

My willingness and interest to serve the City of La Habra has continued and grows each year as I participate in the events and join my commissioners in suggestions and recommendations to City Council, Last year we faced many challenges with the Covid restrictions but still was able to serve our community. I have participated in most events as well as encouraged others in my neighborhood and surrounding areas to get involved and enjoy the many opportunities that La Habra offers

DO YOU POSSESS ANY SPECIAL SKILLS?:

My 39 years of working at PIH Health in a leadership role has allowed me to develop skills in leading teams as well as working with people to help their growth in their careers.

ADDITIONAL COMMENTS:

I look forward to another term as Community Services Commissioner. I have learned a lot in the past 3 years that will benefit the commission in the next 3 years.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: _____

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

Laurie Swindell

From: noreply@civicplus.com
Sent: Sunday, April 18, 2021 12:10 AM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application

Citizens' Board & Commission Application

Instructions

Please complete and submit to the City Clerk Department located in the City Hall Administration Office at 110 E. La Habra Boulevard, La Habra, CA 90631.

Position: Planning Commission

Other Position: *Field not completed.*

First Name Peter

Last Name Cruz

Address: 805 Las Lomas Drive

City: La Habra

Telephone: 714-310-9223

Email: PeterACruz@gmail.com

Total Years La Habra Resident: 21

Occupation: Youth and Family Engagement Specialist

Membership or License in Professional or Technical Associations: American Bar Association Paralegal Certificate

Membership in Civic and or Service Organizations: AmeriCorps, YMCA OC, NAMI OC, OC Nonprofit Professional Network (OC NPN)

Civic Interests: Economic development (CARES Act Ambassador Program), affordable housing, housing, voter registration, youth development, resource referral services, AmeriCorps, nonprofit management, volunteer management, small business development.

Do you possess any special skills? Bilingual, nonprofit volunteer management, board experience.

Additional Comments: If additional information is requested, including a resume, I can provide it upon request. Thank you for your consideration.

It is the policy of the La Habra City Council to make appointments to citizens' committees, boards, and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

Email not displaying correctly? [View it in your browser](#)

From: noreply@civicplus.com
To: [CC \(City Clerk's Office\)](#)
Subject: Online Form Submittal: Citizens' Board & Commission Application
Date: Thursday, February 16, 2017 12:56:57 PM

Citizens' Board & Commission Application

Instructions

Please complete and submit to the City Clerk Department located in the Administration Building at 201 E. La Habra Boulevard, La Habra, CA 90631.

Position:	Community Services Commission
Other Position:	<i>Field not completed.</i>
First Name	Teresa
Last Name	Kempker
Address:	600 El Rancho Dr.
City:	La Habra
Telephone:	(562) 690-0151 (562) 544-3751
Email:	jerry@kempker.com
Total Years La Habra Resident:	24
Occupation:	self employed
Membership or License in Professional or Technical Associations:	Not applicable
Membership in Civic and or Service Organizations:	Family youth soccer/Pumas La Habra
Civic Interests:	Community service programs
Do you possess any special skills?	Strong public relation skills. Creative ability that recognizes what it takes to accomplish a job by using all available resources that produce favorable results.
Additional Comments:	Reflecting back on all the my years of volunteering, regardless of the many challenges it has presented along the way, I have a great deal of satisfaction knowing that I have made difference in the community where I live.

It is the policy of the La Habra City Council to make appointments to citizens' committees, boards, and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

Email not displaying correctly? [View it in your browser.](#)



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Community Services Commission OTHER POSITION: _____

APPLICANT'S NAME: Richard A. Rojas

RESIDENCE/BUSINESS ADDRESS: 1040 La Serna Avenue, La Habra, CA 90631

PHONE: 805-896-9083 FAX: _____ E-MAIL: rrojassr@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 6 years OCCUPATION: District Superintendent-CA State Parks (Retired)

EDUCATIONAL BACKGROUND: Bachelor of Science - Criminal Justice Administration San Jose State University (1992)

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:
Latino Outdoors (Advisory Board Chairman), Anza Trail Foundation (Member/Grant Manager), Court Appointed Special Advocate-Santa Barbara County (Youth Advocate), City of Goleta-Parks & Recreation Commissioner (Chairman-Retired), Santa Barbara Trust for Historic Preservation (First Vice-President, Honorary Life Member)

CIVIC INTERESTS:
My 32-year career as a CA State Park Ranger/Superintendent, coupled with my 15+ years serving in leadership roles with national, state and local community non-profit organizations serve as a foundation for my passion for connecting youth and families with the outdoors through hiking, exploring nature and camping. I believe these experiences build confidence and resilience in our at-risk youth. As a commissioner, I will continue to advocate for our youth, our parks and our future as a welcoming and caring community.

DO YOU POSSESS ANY SPECIAL SKILLS?:
My experience working with traditional and non-traditional park users including local neighborhoods, elected officials and community leaders, underserved community members and at-risk youth demonstrates my ability to appreciate and value our cultural and social economic differences, while ensuring that our community's parks, recreation programs, senior citizen and early childhood education programs meet the demands of our growing and ever changing population.

ADDITIONAL COMMENTS:
Since my appointment to serve as a Community Services Commissioner last spring, I have actively participated and contributed during regular monthly meetings, represented the City/Community Services Commission at special events and assisted Community Services Manager in securing a 2022 Parks California \$12K Routes-to-Parks Grant. See attached resume for additional information.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: _____

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

Richard A. Rojas

1040 LA SERNA AVENUE ♦ LA HABRA, CA 90631 ♦ (805) 896-9083 (mobile)

♦ rrojassr@gmail.com

Objective

Provide La Habra City Community Services Commission, City Council, City staff and our community partners with value added input to ensure that our City's parks, cultural and recreation programs, child development and social services programs are safe, inclusive and meet the needs of our community's diverse population.

Profile

An experienced, enthusiastic and energetic park professional with a 32-year track record of increased responsibility in all aspects of park development; including grant funding management, property acquisition, general plan development, conceptual design with experience working with community focus groups and project stake holders, review and approval of plans and specifications, agency representative for construction and operations manager. Strong writing and verbal communication skills, diplomacy, tact and experience in resolving project conflict and for maximizing the visitor experience and satisfaction with final projects. A firm understanding of Federal, State and local policies, rules and regulations for project development including but not limited to ADA guidelines, Secretary of Interior's Standards for the Treatment of Historic Resources, NEPA/CEQA, State Fire Marshall and State General Services Construction Review & Approval process. Proven leadership in working with traditional and non-traditional park users including local neighborhoods, elected officials and community leaders, underserved community members and at-risk youth with a demonstrated ability to appreciate and value cultural and social economic differences.

Professional Experience/Core Competencies

- Non-profit Administration & Management, Strategic Planning, Leadership & Board Development
- Community Engagement, Public Relations, Team Building
- Public Policy, Program Development, Grant Writing
- Public Speaking, Social Media, Strategic Communications
- Event Planning, Management, Fundraising, Volunteer Management
- Historic Preservation, Park Interpretation, Publications, Parks & Recreation Program Development
- Park Design, Budget Development, Project Scoping, Plans & Specifications, Environmental Review and Permitting, Construction, Management, Operations and Maintenance
- Leadership, Organization & Partnership Development, Government Relations, Policy Analysis & Development and Sustainability

Employment

CITY OF LA HABRA – COMMUNITY SERVICES COMMISSIONER

Actively participated and contributed during regular monthly meetings, represented the City/Community Services Commission at special events and assisted Community Services Manager in securing a 2022 Parks California \$12K Routes-to-Parks Grant.

CITY OF GOLETA - PARKS & RECREATION COMMISSIONER

GOLETA, CA Collaborated with City Community Services Director and staff in development monthly agendas, site visits and community forums to address park projects and programs. Commissioners receive a bi-monthly stipend.

March 2013 to February 2016

CALIFORNIA STATE PARKS – CHANNEL COAST DISTRICT VENTURA, CA

- District Superintendent; **August 2000 to December 2007**
- Park Ranger/Supervisor/Superintendent; Various assignments statewide from **June 1975 to August 2000**

Public Service - Volunteer

LATINO OUTDOORS – ADVISORY BOARD CHAIRMAN – We inspire, connect, and engage Latino communities in the outdoors and embrace *cultura y familia* as part of the outdoor narrative, ensuring our history, heritage, and leadership are valued and represented. **November 2014 to present**

ANZA TRAIL FOUNDATION - BOARD MEMBER/IMMEDIATE PAST CHAIRMAN - The Anza Trail Foundation raises visibility and promotes knowledge of the epic eighteenth century expeditions of Juan Bautista de Anza and preserves the Anza National Historic Trail through collaboration and partnering with organizations and individuals. **September 2011 to present**

SANTA BARBARA TRUST FOR HISTORIC PRESERVATION - FIRST VICE-PRESIDENT/BOARD MEMBER/HONORARY LIFE MEMBER - The Santa Barbara Trust for Historic Preservation stewards the past and present of the Presidio Neighborhood and inspires preservation advocacy throughout the County in order to create a more vibrant community. **January 2008 thru February 2016**

Education

SAN JOSE STATE UNIVERSITY – SAN JOSE, CA

Bachelor of Science – Criminal Justice Administration, May 1992

EAST LOS ANGELES COMMUNITY COLLEGE – MONTEREY PARK, CA

Associate of Science – Administration of Justice, September 1974 to January 1977



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Planning Commission OTHER POSITION: _____

APPLICANT'S NAME: Maria Mahecha

RESIDENCE/BUSINESS ADDRESS: 813 East Erna Ave., La Habra, CA 90631

PHONE: 562.237.2528 FAX: _____ E-MAIL: maria.mahecha@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 23 years OCCUPATION: Attorney

EDUCATIONAL BACKGROUND: B.A. 1999, JD 2007 (see resume for details)

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

Active Member of California State Bar; California Lawyers Association.

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

CIVIC INTERESTS:

voting and political engagement; community gardening; youth engagement through sports and education; business development.

DO YOU POSSESS ANY SPECIAL SKILLS?:

Bi-lingual (English/Spanish); Negotiation; Research; Analytical; Risk assesment; Professional Writing; Business advising; Editing; Resource Management; Public Speaking.

ADDITIONAL COMMENTS:

I already have a working knowledge of city planning, zoning, land use permits, and General Plans, as well as relevant statutes and regulations. As a business attorney I also have a problem solving approach to legal questions. As a resident of La Habra, I have an interest in protecting the interests of other La Habra residents.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: Maria Mahecha

----- Please do not write below this line -- for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

MARIA ELISA MAHECHA

562.237.2528 • maria.mahecha@gmail.com

PROFESSIONAL OVERVIEW

Strategic and creative thinker with more than 20 years experience in planning, implementing and managing complex projects. Excellent communication, problem solving and leadership skills with a keen ability to cultivate productive relationships and a strong background in management.

WORK EXPERIENCE

Attorney at Law

Solo Practitioner

La Habra, CA

July 2009 - Present

- Business and IP management for entrepreneurs and creatives, including but not limited to business formation, trademark registrations, and contract drafting, review and negotiation.
- Successfully law practice for over ten years.
- Civil litigation, civil law and motion, consulting for debtors and other attorneys and firms with respect to enforcing, and defending against enforcement, of judgments.
- Mastered motions to vacate — having only lost once in ten years.
- Mastered motions for summary judgment in bankruptcy with respect to the preclusive effect of State Court judgments.
- Assisted a corporation in defending against illegal and unethical collection practices, and succeeded in protecting assets held in trust for third parties - resulted in being hired as legal counsel.

Counsel Press

Appellate Counsel

Los Angeles, CA

July 2015 - February 2017

- Advised and assisted other attorneys with appellate filings in the California Courts of Appeal, the California Supreme Court, the Ninth, Tenth, and Eleventh Circuit Courts of Appeal and the Supreme Court of the United States.
- Promoted within one year to supervisory position over paralegal and production staff.

Murata Consulting Group, Inc.

Legal Counsel

El Segundo, CA

August 2014 - July 2015

- Reviewed and monitored contracts for Board Representatives, clients and merchants. Resolved issues related to contracts, including but not limited to litigation.
- Yearly review of corporate documents and filings to ensure compliance with all local, state and Federal statutes and regulations.
- Advised and worked with the company President regarding company policies governing internal operations, client relations, and corporate expansion efforts.

Judgment Recovery Assistance, LLC

In-House Counsel

Irvine, CA

May 2010 - December 2014

- Actively resolved 10 to 15 litigation cases at a time, while simultaneously monitoring collection activity on less active files. Attorney of record in over 100 civil cases, both State and Federal.
- Maintained an active court schedule, averaging three days a week, up to six appearances a day.
- Engaged in settlement negotiations on a daily basis and settled at least one case per month.
- Obtained, collected, satisfied and vacated civil judgments on a multi-state basis, at both State and Federal level.
- Negotiated settlements and contracts.
- Directly collaborated with the company's President on request for proposals and business strategies.

Scott Eisen Music & Band Promote
Intern

Studio City, CA
April 2009 – August 2009

- Talent scout, statistical research, and contract review.
- Direct collaboration with talent manager in administrative and logistic tasks, video filming and editing, and online marketing.
- Edited and produced behind the scenes videos for the making of a music video that included prominent recording artists.

University of San Diego Civil Clinic
Bar Certified Legal Intern

San Diego, CA
January 2007- May 2007

- Represented clients in civil matters under attorney supervision.
- Represented a physician at a medical board hearing and defended his right not to be interrogated by DEA officers at said hearing.
- Conducted client interviews and counseling.
- Prepared correspondence, motions and memoranda based upon research.

University of San Diego
Administrative Hearing Officer

San Diego, CA
August 2005 – January 2007

- Evaluated evidence submitted by the issuing agency along with testimony and evidence offered through live hearing or written declaration.
- Conducted administrative hearings for parking citations issued in San Diego.
- Applied the law to the facts and submitted written decisions.

City Attorney's Office
Land Use & Environmental Legal Intern

San Diego, CA
January 2006 – June 2006

- Conducted research and prepared legal memoranda on various legal issues involving land use, housing, redevelopment and environmental regulations.
- Working knowledge of city planning, zoning, land use permits, and General Plans, as well as CEQA and other relevant statutes and regulations.

24 Hour Fitness
Certified Professional Fitness Trainer

Orange, CA
June 2002 – August 2004

- Recognized as a top trainer in Southern California within one year.
- Highest attended classes as a Group X instructor with a waiting list of students.
- Instructed clients in proper exercise techniques and developed comprehensive training, nutrition and wellness programs.

Parking Company of America
Human Resources and Safety Manager
2001

Downey, CA
January 2000 – November

- Drafted and implemented employee policies and benefits administration for 1300+ employees in seven states and Mexico.
- Negotiated with union representatives and represented company in workers' compensation, unemployment and disability disputes.
- Ensured compliance with federal, state, and local safety regulations and contract requirements.
- Directed the implementation of PeopleSoft software for the entire company.
- Increased the variety of health care and insurance options for entire company.

- Successfully planned and executed family fun fair/fundraiser to raise awareness of social service programs for senior citizens in the community.
- Assisted in the planning of the annual MAOF golf tournament, the annual Aztec Awards and the Annual National Women's Conference.
- Liaison between foundation, private and government agencies.
- Disseminated information on programs, funding sources and eligibility.
- Assisted President in coordinating fundraising and grant proposals.

EDUCATION

University of San Diego, School of Law	J.D.	May, 2007	San Diego, CA
Mount St. Mary's College, Sociology/Philosophy	B.A.	May, 1999	Los Angeles, CA

- Asia-America Institute in Transnational Law, Duke University; Study Abroad, Hong Kong 2005
- Vis Moot Commercial Arbitration Team; Competing Member 2005-2007
- Phi Alpha Delta, McCormick Chapter; Vice-Justice 2005-2006, Secretary 2004-2005
- Black Law Students' Association; Liaison to Earl B. Gilliam Bar Association 2004-2006; Recipient of Earl B. Gilliam Academic Scholarship, November 2005
- Student Bar Association; Social Chair 2005-2006, Sidebar Editor 2005-2006
- Recipient of Victor and Ethel McQuiston Scholarship Trust Award, November 2005

SKILLS

- **Languages:** Bilingual in English and Spanish (proficient in writing, reading and speaking both languages).
- **Achievements:** Published in American Bar Association Journal (2013); United Way Speaker (1999); Mother.
- **Affiliations:** Member California Bar; Admitted to practice in Central, and Southern Districts of California (Federal), and the Ninth Circuit, and all State Courts; California Lawyers Association.
- **Interests and Activities:** Cooking; baking; music/singing — background in musical theater; traveling; movies; yoga; hiking; resistance training.



CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Planning Commission OTHER POSITION: Community Services Comm.

APPLICANT'S NAME: CARRIE SURICH

RESIDENCE/BUSINESS ADDRESS: 2000 W. ELMCROFT CIR

PHONE: 714-296-9992 FAX: 562-691-0340 E-MAIL: casells1@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 31 yrs OCCUPATION: REALTOR

EDUCATIONAL BACKGROUND: Garfield HS, ELA College took a few business courses, Real Estate continuing Educatio

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

DRE Department of Real Estate, CRS Certified Relocation Specialist, CALIFORNIA DEPARTMENT OF REAL ESTATE, CAR California Association of Real Estate, NAR National Association of Real Estate, PWA Pacific West Association of Realtors,

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

LH Community Service Commissioner, La Habra Area Chamber of Commerce member, president of La Habra Meals on Wheels, Board member on CRCC Community Resource Care Center, member of Collaborative, Active chair for LH Veterans Committee, member of LH Women's Club, Advisor to LH Youth Committee

CIVIC INTERESTS:

Enjoy working with our seniors, Veterans, Youths, Non profits, Blood Drives, and participating in I love La Habra, being part of and participating in many of the city events

DO YOU POSSESS ANY SPECIAL SKILLS?:

ADDITIONAL COMMENTS:

I've enjoyed being part of the La Habra Community Services Commission over the past eight years and hope to continue. I've learned and obtained great knowledge since coming on the commission and continue to learn about the departments of the city, and the current issues that effect our residents, schools, seniors, veterans and the food insecure. Have been able to work along side city staff and fellow colleagues on the commission on many projects and events held in the community.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: C Surich

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

CARRIE SURICH
2000 W. Elmcroft Circle
La Habra, Ca 90631
714-296-9992

The best way to find yourself is to lose yourself in the service of others-Mahatma Gandhi

Mayor Jose Medrano
Mayor Pro Tem James Gomez
Councilmember Rose Espinoza
Councilmember Steve Simonian
City of La Habra
110 East La Habra Blvd.
La Habra, C

Dear Honorable Mayor Medrano and Members of the City Council

Thank you for the opportunity to submit an application to the Planning Commission.

As you already know, I have served as a Community Service Commissioner for the past eight years. My experience as a Commissioner has taught me invaluable lessons in government processes, City of La Habra goals and priorities, and much more. I have been fortunate enough to be an integral part of the approving CDBG projects, and setting City Priorities for funding, making recommendations for Community Services activities, projects and working closely with staff from Community Services, Public Works, Community Development, and our Police department.

The appointed Planning Commissioner must be able to hit the ground running. She must be able to understand the role in the planning process and the fundamental beliefs. To keep in mind Citizen involvement, local control, balance public and private interests with fairness and common sense.

In addition to my experience as a Commissioner, I have worked professionally in the real estate field serving La Habra and beyond for over 30 years. I understand what families and homeowners are looking for and what residents and businesses need. Before this I worked in the banking field for nearly 20 years starting as a bank teller and completing my career as an Operations Manager and I have a good grasp on financing and investment policies.

I spend a lot of my spare time volunteering for programs in the City of La Habra. I sit on the Board of the La Habra Meals on Wheels program and personally deliver meals 1-2 times a week. I also sit on the Board of the Community Resource Care Center (CRCC) helping them work towards the elimination of food insecurity in the City of La Habra. One of my favorite volunteer commitments is to the American legion Post 267 and to the City's Veterans Committee, which I Chair. All of these volunteer opportunities have allowed me to not only learn about the City of

La Habra and our residents, but it has also been gratifying to meet and connect with so many wonderful people.

You can also find me volunteering with the La Habra Chamber of Commerce in support of our small and large businesses where we work to bring information and service to help businesses thrive and sometimes survive. I have learned a lot from working directly with our businesses and believe that I am able to balance the needs of businesses and the wants of residents reasonably well. As you are well aware, these two are not always aligned.

I have lived in La Habra for over 30 years. I'm married with two grown children, six grand children and a great granddaughter. I love the City of La Habra and want to preserve our history, yet build and improve the City of La Habra for generations to come.

My well-rounded experience in Commissioner duties, financial and investments policies, business support services, property sales and valuation, and volunteer service with seniors, the at-risk population, veteran's and youth has given me a unique perspective with hands-on involvement, and it all together hopefully makes me an excellent candidate to fill the Planning Commissioner seat.

The appointed Planning Commissioner must be a team player and be willing to compromise, yet be independent enough to make their own decision based on their own personal convictions. I believe that I can handle the pressure of being a Planning Commissioner and that I would serve the City of La Habra and our residents well. I know that without a doubt that I would be a great addition to the Planning Commission and I would be honored to be considered for one of the available seats up for appointment.

Thank you again for your service, commitment and time.



RECEIVED
FEB 17 2022
City Clerk Department
City of La Habra

CITIZENS' BOARD/COMMISSION APPLICATION FOR APPOINTMENT CITY OF LA HABRA

Please complete and submit to the City Clerk Department located in the Administration Building at 110 E. La Habra Boulevard, La Habra, CA 90631. Please select the position applying for:

POSITION: Community Services Commission OTHER POSITION: _____

APPLICANT'S NAME: John Fei

RESIDENCE/BUSINESS ADDRESS: 1429 West Harrison Ave.

PHONE: (562) 587-2350 FAX: _____ E-MAIL: JFei2007@gmail.com

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 23 years OCCUPATION: Instructor/Tutor; Legal Assistant/Intake Coordinator

EDUCATIONAL BACKGROUND: M.B.A., B.S. (Management/Operations Management), A.S. (Paralegal Studies)

MEMBERSHIP OR LICENSE IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:

Paralegal Certificate (California State Bar)
Medical Insurance Billing and Coding Certificate

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

Los Angeles Paralegal Association (LAPA)
University of Southern California Business Expansion Network

CIVIC INTERESTS:

PLEASE SEE ADDENDUM, ATTACHED.

DO YOU POSSESS ANY SPECIAL SKILLS?:

PLEASE SEE ADDENDUM, ATTACHED.

ADDITIONAL COMMENTS:

I believe I can use my knowledge of and experiences with government, the law and Court systems, health care and insurance systems, education, technology, and business and financial processes to bring opportunities and services into my community, for the betterment of all residents, but particularly those in need.

It is the policy of the City Council to make appointments to citizens' committees, boards and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

SIGNATURE: 

----- Please do not write below this line - for office use only -----

Date Application Received: _____ Application Received By: _____

LH Resident Verified: _____ Date Verified: _____

Interview Date: _____ Interview Time: _____

Date Applicant Notified by Phone: _____ Date Applicant Notified by Letter: _____

Date Follow-up Letters Mailed: _____ Date Completed: _____

JOHN FEI – ADDENDUM

to Community Services Commission Application

CIVIC INTERESTS:

- Providing academic and technical educational opportunities and training to disadvantaged and/or disabled students, employees
- Connecting needy individuals with legal services, including through promoting no-cost/low-cost legal service events with volunteer legal professionals
- Helping vulnerable individuals navigate complex health care systems to obtain medical services, billing assistance, and wellness information, through events (e.g., City of Placentia Good Life Celebration, Lions Club Mobile Health Screening Unit Program) and assistance from health care, billing, and insurance professionals
- Delivering information and application assistance to qualified individuals for housing programs (e.g., Section 8)

SPECIAL SKILLS:

- Experienced in interactions with government agencies and purchasing, at Federal, State, County, and City levels, including creative problem-solving
- Trained to interact with individuals and organizations, in business, multi-cultural, and ethnic settings, emphasizing problem-solving and customer service
- Legal research and writing, emphasizing critical thinking and analytical skill; working familiarity with Court forms and procedures
- Financial analysis and accounting training; management skills
- Information Systems/Computer Hardware and Software Skills: Windows 11, Microsoft Office (Excel, Word), MAC OS, QuickBooks, PowerPoint, Google Sheet, Google Docs, ACT, Microsoft Teams, Zoom, Westlaw, LexisNexis, Pacer, Best Case
- Supervisory Skills (e.g., County of Orange Voter Registration and Elections work)
- Multilingual: English, Mandarin, and Shanghainese

John Fei

1429 West Harrison Avenue
La Habra CA 90631
(562) 587-2350
jfei2007@gmail.com

Skills and Qualifications

- Legal research and writing, emphasizing critical thinking and analytical skills
- Financial analysis and accounting training; management skills
- Trained to interact with individuals and organizations, in business, multi-cultural, and ethnic settings, emphasizing problem-solving and customer service
- Technical Skills: Excel, QuickBooks, PowerPoint, ACT, Microsoft Teams, Zoom, Westlaw, LexisNexis, Pacer, Best Case, and Microsoft Word
- Multilingual: English, Mandarin, and Shanghainese

Education and Training

MASTER OF BUSINESS ADMINISTRATION (M.B.A.): University of La Verne –
Emphasis: Marketing and Management

BACHELOR OF SCIENCE: California State University, Long Beach –
Major: Management and Operations Management

ASSOCIATE IN SCIENCE: Mt. San Antonio College (ABA Approved) –
Emphasis: Consumer Advocacy (Immigration, Landlord-Tenant, Family Law, Litigation, Bankruptcy, Criminal Law)

Work Experience

March 2016 – Current San Gabriel Valley Lawyer Referral Service, Covina, CA –
Intake Coordinator

- Interact with members of the public seeking legal advice and/or representation, evaluating their concerns and needs, to assess proper legal referrals/assistance
- Make referrals to appropriately qualified attorneys and maintain referral service records, files, and database reports for regulatory compliance with the State Bar

July 2017 – Current Caledonian Vocational School, Commerce, CA –
Computer Instructor and Ability-To-Benefit Proctor

- Develop, present courses/instructional materials for disabled/disadvantaged adults on computer hardware, operating systems, specialized applications, and peripherals
- Supervise Ability-To-Benefit testing (Department of Education) to qualify adult students for additional training opportunities and/or private employment
- Interact with administration, faculty, staff, and students to facilitate productive training and job placement for students

January 2008 – Current Fei Family Trust, La Habra, CA –
Property Administrator

- Interfaced with tenants and property owners to resolve residential lease disputes and property maintenance concerns
- Consulted with attorneys regarding contractual matters, HOA demands, responses to law enforcement and regulators, and negotiations with government housing agencies, preparing correspondence and drafts of legal documents

John Fei – Page 2 of 2

April 2012 – March 2016 Pomona Valley Medical Hospital, Pomona, CA –
Billing Representative Assistant

- Prepared Los Angeles County Indigent Program forms and supporting medical records, assisting in determination of patients' Medi-Cal eligibility, performed data entry emphasizing patient insurance information
- Contacted patients to obtain information to aid in correcting and resubmitting medical claims to third-party payers, resolving patient billing matters, including research into misdirected, miscategorized, or incorrect payments and payers' EOB rejections

June 2015 – August 2015 Legal Aid Society of Orange County, Tustin, CA –
Paralegal Intern

- For non-profit legal services provider, interviewed potential clients for organization's delivery of no-cost/low-cost legal services on personal legal matters
- Reviewed clients' Court documents prior to filing for completeness, clarity, and compliance with all applicable Court procedures, assisting clients with preparing, e-filing, and serving Court forms, including Dissolution (Family Law) forms

March 2015 – June 2015 Office of the District Attorney, Los Angeles, Pomona, CA –
Paralegal Intern

- Assisted Deputy District Attorneys with legal research (including Westlaw, LexisNexis), drafting of motions, review of documents and preparation of Trial exhibits, and transcription of recordings for use at Trial in Criminal Court cases
- Utilized Adult Case Management (PIMS) software in daily office functions

September 2014 – January 2015 Neighborhood Legal Services Assn., Pomona, CA –
Paralegal Intern

- Interviewed litigants, claimants, and witnesses to gather facts and aid in completion of legal documents for filing and to assist in preparation for hearings and Trials
- Assisted self-represented litigants with Judicial Council forms and discovery in divorce, paternity, child custody, eviction, and civil litigation actions
- Supported staff attorneys with research and review of legal documents for completion and conformance to Court Rules in unlawful detainer, wage claim, criminal record/expungement, unemployment benefits, and family law matters

April 2007 – March 2011 Glowlite, Inc., City of Industry, CA –
Program Manager, Accounting Manager

- Developed and maintained working relationships with Federal and local (County, City) customers and with suppliers/manufacturers, including administration of customer service/customer support in order processing and delivery
- Assisted in preparing bids for Federal (Department of Transportation (DOT)), State (CalTrans), County, and City government transportation projects
- Administered company information technology (IT) and financial information, computerized files, databases, accounts, spreadsheets, and financial reports
- Utilized QuickBooks in managing company bookkeeping, including preparation and tracking of purchase orders, sales invoices, shipment-related invoices and reports

Laurie Swindell

From: noreply@civicplus.com
Sent: Wednesday, January 27, 2021 2:20 PM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application

Citizens' Board & Commission Application

Instructions

Please complete and submit to the City Clerk Department located in the City Hall Administration Office at 110 E. La Habra Boulevard, La Habra, CA 90631.

Position:	Community Services Commission
Other Position:	Beautification Commission
First Name	Pearl
Last Name	Arzate
Address:	130 N Lydia
City:	La Habra
Telephone:	7148860260
Email:	pearlarzate29@gmail.com
Total Years La Habra Resident:	5
Occupation:	HR Coordinator
Membership or License in Professional or Technical Associations:	N/A
Membership in Civic and or Service Organizations:	N/A
Civic Interests:	Helping and assisting in La Habra
Do you possess any special skills?	People Person, Team player, bilingual,
Additional Comments:	Looking for the best interest for La Habra and it's citizens

It is the policy of the La Habra City Council to make appointments to citizens' committees, boards, and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

Email not displaying correctly? [View it in your browser.](#)

Laurie Swindell

From: noreply@civicplus.com
Sent: Monday, February 1, 2021 4:44 PM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application

Citizens' Board & Commission Application

Instructions

Please complete and submit to the City Clerk Department located in the City Hall Administration Office at 110 E. La Habra Boulevard, La Habra, CA 90631.

Position:	Community Services Commission
Other Position:	BEAUTIFICATION COMMITTEE
First Name	LUIS
Last Name	SALAZAR
Address:	611 EL RANCHO DRIVE
City:	LA HABRA
Telephone:	5623224033
Email:	xpress824@gmail.com
Total Years La Habra Resident:	1
Occupation:	REAL ESTATE BROKER / REAL ESTATE MANAGEMENT
Membership or License in Professional or Technical Associations:	CALIFORNIA DEPARTMENT OF REAL ESTATE LIC. 01733041 , 13 YEARS
Membership in Civic and or Service Organizations:	<i>Field not completed.</i>
Civic Interests:	CITY IMPROVEMENTS
Do you possess any special skills?	NOTARY PUBLIC, PROFICIENT IN ENGLISH, SPANISH AND HAVE BEEN LEARNING ARABIC AND HEBREW.
Additional Comments:	I WAS RECOMMENDED BY MRS. TERESA KEMPKER. I MOVED TO LA HABRA FROM THE CITY OF WHITTIER WHERE I HAVE LIVED FOR 25 YEARS AND HAVE BEEN

INVOLVED IN MANY PROJECTS WITH THE CITY. I ENJOYED WORKING BOTH WITH COMMERCIAL AND RESIDENTIAL PROPERTIES.

It is the policy of the La Habra City Council to make appointments to citizens' committees, boards, and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

Email not displaying correctly? [View it in your browser.](#)

Laurie Swindell

From: noreply@civicplus.com
Sent: Thursday, February 20, 2020 3:05 PM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application

Follow Up Flag: Follow up
Flag Status: Flagged

Citizens' Board & Commission Application

Instructions

Please complete and submit to the City Clerk Department located in the City Hall Administration Office at 110 E. La Habra Boulevard, La Habra, CA 90631.

Position: Planning Commission

Other Position: *Field not completed.*

First Name Esther

Last Name Rojas

Address: 2620 Russell St

City: La Habra

Telephone: 7024614542

Email: valle.esther@gmail.com

Total Years La Habra Resident: 6

Occupation: Public Administration

Membership or License in Professional or Technical Associations: American Planning Association (past Vice-Chair of the Latinos and Planning Division)

Membership in Civic and or Service Organizations: *Field not completed.*

Civic Interests: My civic interest is to be an active member of the La Habra community. Specifically, contribute my education and professional background and experiences to bring quality development to the City that will benefit not only my family, but my neighbors.

Do you possess any special skills?

I have a Master's degree in City and Regional Planning, I am a government employee at a water district in Los Angeles County, and am familiar and sensitive to the various types of community implications that can arise from policy decisions made by appointed bodies.

Additional Comments:

I am a full-time working parent, raising two young daughters and actively setting an example of how to give back to your community through public service. I have a long history of family roots in La Habra, and enjoy being a part of this established and vibrant community.

It is the policy of the La Habra City Council to make appointments to citizens' committees, boards, and commissions on the basis of interests and qualifications of the applicant. Applicants must be residents of the City of La Habra.

Email not displaying correctly? [View it in your browser](#)