

Rhonda Barone

From: noreply@civicplus.com
Sent: Monday, December 25, 2023 4:09 PM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application 2023

Citizens' Board & Commission Application 2023

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: | <i>Field not completed.</i> |
| First Name | Olga |
| Last Name | Aiello |
| Address: | [REDACTED] |
| City: | La Habra |
| Telephone: | [REDACTED] |
| Email: | [REDACTED] |
| How long have you been a La Habra resident? | 9 |
| Occupation: | Realtor and Procurement Mgr for a Global Biotech |
| Educational Background: | Business Mgmt and Real Estate |
| Are you the spouse or child of a current City Councilmember, City Manager, or Department Head? | No |
| If yes, please identify the person and your relationship to them: | <i>Field not completed.</i> |
| Membership or License in Professional or Technical Associations: | Department of Real Estate, National Assoc of Realtors, CA association of Realtors, Institute for Supply Chain Management |

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

Civic Interests: Interest on facilitating strategies that will promote economic growth, support business-friendly policies. Affordable housing strategies and supporting public safety.

Do you possess any special skills? I believe my 17 years experience in real estate and strategic planning and supply chain management offer a unique combination of skills in problem solving, community needs focusing on short, mid and long-term civic goals.

Additional Comments: Looking forward to the opportunity to potentially support the people, businesses, and community of La Habra, the city that I live in and love.

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.

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FEB 22 2024

City Manager's Office
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: Planning Commission OTHER POSITION: _____

APPLICANT'S NAME: John Fei

RESIDENCE/BUSINESS ADDRESS: [REDACTED]

PHONE: [REDACTED] FAX: _____ E-MAIL: [REDACTED]

HOW LONG HAVE YOU BEEN A RESIDENT OF LA HABRA? 25 OCCUPATION: Legal Assistant/Intake Coordinator, Instructor

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
Association of Classroom Teacher Testers

MEMBERSHIP IN CIVIC AND OR SERVICE ORGANIZATIONS:

Eastern Bar Association
Los Angeles Paralegal Association (LAPA)
University of Southern California Business Expansion Network's

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.

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SIGNATURE: [REDACTED]

----- 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: _____

Citizens' Board & Commission Application 2024

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Position:

Planning Commission

Please select the position applying for.

Other Position:

Please add the position applying for.

First Name

John

Last Name

Fei

Address:

1429 West Harrison Ave

City:

La Habra

Telephone:*

[REDACTED]

Email:*

[REDACTED]

How long have you been a La Habra resident?

25 years

Occupation:

Instructor/Tutor; Legal Assistant/Intake Coordinator

Educational Background:

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

Are you the spouse or child of a current City Councilmember, City Manager, or Department Head?*

Yes No

If yes, please identify the person and your relationship to them:

Membership or License in Professional or Technical Associations:

Paralegal Certificate(California State Bar)
Medical Insurance Billing and Coding Certificate
Association of Classroom Teacher Testers

Membership in Civic and or Service Organizations:

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

Civic Interests:

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Do you possess any special skills?

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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.

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JOHN FEI – ADDENDUM

to Planning 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

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

Rhonda Barone

From: noreply@civicplus.com
Sent: Thursday, February 16, 2023 3:50 PM
To: CC (City Clerk's Office)
Subject: Online Form Submittal: Citizens' Board & Commission Application 2023

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Instructions

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Position: Planning Commission

Other Position: *Field not completed.*

First Name: Manoja

Last Name: Weerakoon

Address:

[REDACTED]

City: La Habra

Telephone:

[REDACTED]

Email:

[REDACTED]

How long have you been a La Habra resident? 2014

Occupation: Director

Educational Background: M.Phil

Are you the spouse or child of a current City Councilmember, City Manager, or Department Head? No

If yes, please identify the person and your relationship to them: *Field not completed.*

Membership or License in Professional or Technical Associations: Department of Real Estate

| | |
|---|---|
| Membership in Civic and or Service Organizations: | Redefine Women, women organization |
| Civic Interests: | Welfare of children, solve homelessness, and help women |
| Do you possess any special skills? | Organizational and management |
| Additional Comments: | I am a business owner serving La Habra families since 2014. I am currently living in Chino Hills but spend more time in La Habra. I am planning in moving to La Habra in couple of months. I will love to serve the great City of La Habra in any capacity. |

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