



Minutes

Governance Committee

📅 Thu November 18th, 2021

🕒 2:30pm - 3:45pm PST

📍 ASI Boardroom - Titan Student Union

👥 In Attendance

1. **Call to Order**

Alison Sanchez, Chair, called the meeting to order at 2:31 p.m.

2. **Roll Call**

Members Present: Aquino, Sanchez, San Gabriel, Shah, Velazquez

Members Absent:

Liaisons Present: Chammas, Nettles, Samaniego

Liaisons Absent:

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

3. **Approval of Agenda**

Decision: (Shah-m/San Gabriel-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

Decision: (Aquino-m/Shah-s) The November 4, 2021 Governance Committee minutes were approved by unanimous consent.

a. **11/04/2021 Governance Committee Minutes**

5. **Public Speakers**

Members of the public may address Governance Committee members on any item appearing on this posted agenda or matters impacting students.

- o Cody Abril, candidate for the opening of Director for the College of Communications, shared with the committee, previous and current experience as a member of a campus fraternity and serves as the Community Service Chair. Enjoys philanthropic events and giving back to the community.
- o Kelley, board member, shared with the committee, requested consideration in the election process for the Director for the College of Communications. Shared personal preference for qualifications of the candidate to be selected. Someone who is dependable, trustworthy, and has a passion for the work of ASI.
- o Carlsen, Finance Committee Chair, Director for the College of Business, shared with the committee, previous experience with Cody Abril, candidate for the position of Director for the College of Communications.

6. **Reports**

a. **Chair**

Sanchez, Chair, shared a report. Grading of scholarships is due tomorrow, November 19th. Dawson will be hosting a grading event from 5:00pm to 8:00pm, in Bradford. Food will be provided.

b. **Director, Student Government**

Nettles, Director of Student Government, grading of scholarships is due by Friday, November 19th @ 5:00pm.

7. **Unfinished Business**

a. **Action: Appointment of the Director for the College of Communications**

The Committee will consider the appointment of an applicant to fill the vacancy on the ASI Board of Directors for the College of Communications effective immediately through May 31, 2022.

GOV 004 21-22 (Aquino-m/San Gabriel-s) A motion was made and seconded to appoint the recommended applicant to serve as Director for the College of Communications effective immediately through May 31, 2022.

Sanchez reminded the members that this item was postponed from the November 4th meeting. During the meeting, Cody Abril was interviewed and shared information with the Committee. Today, Victoria Santana will share information and the members will have an opportunity to ask questions.

Sanchez invited Santana to share information about her background and experience. Santana reviewed a presentation which is an attachment to the minutes.

Sanchez opened the floor to questions for Santana, candidate for the position of Director for the College of Communications.

- Shah asked, what issues do you see in the College of Communications and how will you work to address them? Santana answered, during a town hall in the College of Communicative Disorders, students voiced their concerns feeling there is a lack of representation. Students feel there is needed a more constructive platform for discussing issues and concerns. Recent concerns and a petition regarding housing instability have been informative. There have been concerns regarding health and wellness with the return to in-person courses on campus. Faculty will often listen to concerns however are unable to provide effective answers/results. A smaller venue for addressing individual concerns would be more productive than a larger venue as more individual concerns are unheard and overlooked.
- Aquino asked, how did you hear about this ASI position of Director for the College of Communications? Santana answered, heard of the position from Wong, who is involved in ASI. Was referred to the position by Wong due to involvement in STANCE, a club on campus focused on multiculturalism and involvement of minority students. Discussed application with Samuel Betancourt, who is involved in ASI, to better understand what being a part of ASI entails.
- San Gabriel asked, besides STANCE, what other organizations are you affiliated with? Santana answered, currently an active member of

ISLA, STANCE, and AAC, all clubs within major. Was previously involved in CASA, a child development club. Participated in Jump Start, an on-campus internship within the College of Education.

- Sanchez asked, why do you believe you are the best fit for this position? Santana answered, is service-oriented and passionate about serving others. Community-building is important especially following this pandemic.
- Chammas due to time constraints, commented to the board, take into consideration who will work best alongside Lydia.
- Velazquez asked, are there any specific issues you wish to address regarding the campus as a whole? Santana answered, diversity inclusion. As a child development student felt displaced. Through a town hall found students were concerned with year-long housing leases as some students only attend for one semester.
- Shah asked, you mentioned students voicing concerns through a town hall meeting. Can you elaborate on any student concerns other than housing? And why do you believe ASI is the best means of accomplishing your goals? And, do you have the time for this position? Santana answered, there were health concerns related to the return to campus during this pandemic. During the town hall many students felt a number of individual concerns were not addressed. Current work schedule will allow time enough for ASI functions.
- Velazquez asked, is there anything you've learned through your experience with local government you wish to bring to ASI? Also, are there any innerpersonal or interpersonal skills you wish to gain from this position? Santana answered, working with local government has provided an opportunity to communicate effectively with others and to advocate for concerns. ASI will provide an opportunity to reconnect with students and promote community-building on campus.

Sanchez yielded to Nettles who shared information regarding the governance process.

Sanchez opened the floor to questions for Abril, candidate for the position of Director for the College of Communications.

- Shah asked Abril, what makes you the better candidate for this position? Abril answered, is adaptable and has an overall drive to improve.
- Shah asked Abril, what specifically do you believe needs improvement within the College of Communications? And how is ASI the best tool

for accomplishing these goals? Abril answered, while students are aware of a student body on campus they are not familiar with the organizations involved.

- Samaniego asked, through what means would you implement an outreach to students within the College of Communications? Abril answered, booths spread throughout the campus act as a visual indicator to students they are being represented. Social media provides a venue for accomplishing this goal.
- Samaniego asked, describe your experience working with diverse communities. Specifically community-building, organizing, and equity. Abril answered, life experience is the best teacher. As a community-Chair worked with veterans applying for scholarships, many of whom are of different age groups and ethnic backgrounds.
- Velazquez asked, please explain any projects you have previously worked with Lidya? Abril answered, communicates mutually and effectively with Lidya.

Sanchez invited Santana and Abril to remain in the room or to exit during discussion.

The Committee moved into discussion.

- Sanchez reminded the members to consider who will work best with Lydia and best represent students and the campus.
- Shah discussed, both candidates would work well with Lydia. Was impressed with responses given by both candidates.
- San Gabriel discussed, both candidates would work well with Lydia. Was impressed with Santana's previous experience advocating for students.
- Aquino discussed, agrees with Shah. Santana was focused in goals whereas Abril was somewhat vague.

Sanchez asked if there were any objections to moving to a roll call vote. She instructed members that when their name was called to state the name of the applicant that they would like to recommend to serve as Director for the College of Communications, or they could choose to abstain from voting.

The Committee moved to a Roll Call Vote.

**Decision: GOV 004 21-22 (Aquino-m/San Gabriel-s) Roll Call
Vote: Abril - 0; Santana - 3; Abstain - 2 The
Committee voted to recommend Victoria Santana
to serve as the Director for the College of
Communications effective immediately through
May 31, 2022.**

8. New Business

NONE

There was no new business.


9. Announcements/Member's Privilege

- Samaniego announced, the ASI Community Chat will be held until 4:00pm today, located in the Pavilion, and is currently taking place. This is an opportunity for students to interact with ASI leaders; food will be provided. Scholarship grading will be held in Bradford from 5:00pm to 8:00pm; snacks and sandwiches will be provided. Remember to promote the Food Pantry and, if able, make use of the services provided.
- Nettles announced, gratitude to the committee for their efforts. A reminder there remain vacant positions within ASI. The elections applications will begin at the end of the current semester.
- Samaniego announced, for students who are interested in vacant ASI positions, please apply. UA and Lobby Corp will be presenting an advocacy project in the Spring Semester for basic needs.
- Sanchez thanked the applicants for their interest in the Director for the College of Communications position. A reminder there are currently other positions vacant within ASI.

10. Adjournment

Alison Sanchez, Chair, adjourned the meeting at 3:19 p.m.

Alison Sanchez, Governance Committee Chair



Susan Collins, Recording Secretary

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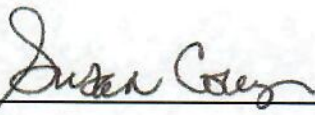
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Alison Sanchez, Governance Committee Chair



Susan Collins, Recording Secretary

Roll Call 2021-2022

11/18/2021 Governance Committee Roll Call

Attendance	COMMITTEE MEMBERS			
			Present	Absent
ARTS	AQUINO	RAMON	1	
NSM	SHAH	NAMAN	1	
HSS	SAN GABRIEL	HANNAH	1	
HSS	VELAZQUEZ	DAVID	1	
CHAIR/VICE CHAIR	SANCHEZ	ALISON	1	
			Present	Absent
			5	0

Attendance	LIAISONS			
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY	1	
PRESIDENT	SAMANIEGO	DIXIE	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Susan Collins

ACTION ITEMS:

Roll Call Votes	start 004		004 Director College of COMM		
			Abril	Santana	Abstain
ARTS	AQUINO	RAMON		1	
NSM	SHAH	NAMAN			1
HSS	SAN GABRIEL	HANNAH		1	
HSS	VELAZQUEZ	DAVID		1	
VICE CHAIR (EDU)	SANCHEZ	ALISON			1
			Yes	No	Abstain
			0	3	2

ASI Board of Directors Vacancy Application 2021–22

#6

CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS

Applicants for office in the Associated Students, CSUF, Inc. must meet academic and university requirements to be to hold office. The form below is intended to present the majority of these requirements and to expedite the procedure whereby your application and continuing eligibility can be verified. For a complete statement of qualifications, please see Article X of the ASI Bylaws.

- I hereby acknowledge that I have read, understand, and agree to the preceding statements.

REQUIREMENTS OF APPLICANT:

All applicants must have been enrolled at CSUF for at least one semester, must be in good standing with the university, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 in the past semester and have a CSUF cumulative grade point average of 2.5 for all classes at CSUF. In addition, all Board of Directors candidates must be enrolled in the college for which they are running or meet any special qualifications, as stated in the ASI Bylaws.

ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:

Undergraduate Student:

Minimum GPA per semester required: 2.0
Minimum CSUF cumulative GPA required: 2.5
Current units enrolled in: 6 or more

Graduate Student:

Minimum GPA per semester required: 2.0
Minimum CSUF cumulative GPA required: 2.5
Current units enrolled in: 3 or more

(The maximum units allowed while in office are 150 semester units, or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units.)

I certify that I am an eligible applicant based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student applicants or the required 3 units of credit for graduate student applicants while running for office.

I also certify that I fully understand the academic progress regulations and that I will

be disqualified from office upon failing to meet these requirements. *

POSITION RESPONSIBILITIES AND COMMITMENT

Applicants must understand and agree to uphold the following responsibilities and commitments:

CERTIFICATION OF AGREEMENT:

I agree, if appointed to serve as a Board of Directors Member, to be available during the Fall and Spring semesters on Tuesdays and Thursdays between 1:00 PM and 4:00 PM in order to attend ASI Board of Directors meetings and committee meetings.

**I agree, if elected, to be available for mandatory Training/Planning/Retreat programs tentatively scheduled for:
– January 5, 6, and 7, 8am–5pm each day, January Retreat and Training Sessions
*dates may adjust with advance notice as program and academic calendar is finalized**

I agree, if elected to serve as a member of the ASI Board of Directors, to incorporate the following responsibilities into my role, per ASI Policy Concerning Board of Directors Operations:

1. Board members are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – 3:45 P.M.

2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC).

3. Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean.

4. Directors of the Board shall establish and maintain weekly office hours (at least one

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hour a week and by appointment). These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.


5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings.

6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.

7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board.

8. No member of the ASI Board of Directors shall be employed by the Associated Students Inc.

ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION *

Name *	Victoria Santana
Address *	
Primary Phone Number *	
Secondary Phone Number *	
Student Email Address (@csu.fullerton.edu) *	
Applicant CWID *	
CSUF Major(s) (and Minor(s), if applicable) *	Double Major Communicative Sciences and Disorders and Child and Adolescent Development (Emphasis Family and Community Conte ts)
Which Board of Directors position are you applying for?: (Drop down) *	College of Communications
Semesters Completed at CSUF *	10
Units Completed at CSUF: *	129
Units In Progress at CSUF (this semester) *	12
CSUF Class Level *	Senior

Expected CSUF Graduation Date (MM/YY) *

12/23

What do you believe is the role of ASI on our campus and how does that role relate to this position? *

Through leadership, volunteerism, and a passion for helping others, ASI helps students be connected better to their community, peers, professors, and most importantly, their school as a whole. This role is essential to the growth of community and feeling of belongingness that is lacking in many college campuses. By helping with the creation of policy for ASI, authorizing all funding allocations to programs and services, and fighting for student interests on committees and boards, the position of Board of Director is critical in helping to better bridge that relationship.

Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college. *

My current title is a Senior Recreation Leader for the City of La Mirada. In this position I have many relevant duties that include, but are not limited to, event planning, budgeting for programming and special events, recreation programming, and leading other employees to reach success. I have developed leadership skills that allow me to take on new projects head on with confidence and composure. I am certain that I possess the skills and disposition necessary to be an asset to ASI, whose own mission mirrors my personal values and wants.

Why are you applying to the ASI Board of Directors? What do you hope to accomplish and/or get out of the experience? *

I am applying for this position to further my involvement on campus. I am very passionate about my field, and being a part of a community that emphasizes the value of inclusivity and growth is especially important to me. I would like to contribute to the formation and establishment of a strong community of students seeking to grow as professionals on campus.

Please state any other information that you believe should be considered in this application. *

I have a sincere desire to take the next step in further developing and entering a role that will allow me to apply my new and previous knowledge in community building. This work is in alignment with my future career goals and ambitions. I am very eager, if given the opportunity, to take on this role and partner with other students who similarly seek excellence and growth on campus!

Resume. Please upload your resume in PDF format. *

**Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational
Record Disclosure**

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or

approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Victoria Santana

Enter your CWID *

Date *



Created
4 Nov 2021
9:12:29 AM
PUBLIC

Victoria Santana

SUMMARY

Experienced student and community services lead with a demonstrated history of working within the government industry. Skilled in leadership, communication, office administration, and working with the community.

EDUCATION

California State University Fullerton — *Two Degrees in Progress* Expected Graduation: Fall 2022
Bachelor of Science, Child and Adolescent Development
Bachelor of Arts, Communicative Sciences and Disorders

WORK EXPERIENCE

City of La Mirada, Community Services — *Senior Recreation Leader* June 2021 - PRESENT

- Plans, develops, and supervises staff, volunteers, groups and individual children and adults participating in Community Services programs, services, special-events, and activities
- Helps plan and coordinate citywide special events
- Receives fees and payments for the City of La Mirada
- Assists with facility reservations and rentals

City of Cerritos, Cerritos Senior Center — *Senior Specialist III* October 2019 - October 2021

- Helped plan, organize, and worked a wide variety of programs for seniors including recreational, educational, and social services at the Cerritos Senior Center
- Assisted with daily operations that included providing senior patrons with resources and support
- Oversaw and supervised staff during the set-up of facility rentals, clean up and facility security

City of La Mirada, Splash! Aquatics Center — *Guest Services Associate* April 2019 - June 2021

- Worked at the Splash! front desk and provided information to guests in person and over the phone
- Received fees and payments for the City of La Mirada
- Assisted with Splash! reservations and rentals

City of Fullerton, Fullerton — *Community Services Specialist I* October 2018 - January 2020

- Coordinated a variety of duties related to playgrounds, facilities, recreation, events, and after-school programs
- Worked directly with an assigned class of approximately 20-25 students, acted as a positive adult role model, coach, and mentor
- Provided homework assistance, academic enrichment, and physical activity for children ages 5-12 years old

City of Buena Park, Buena Park — *Recreation Leader II* April 2016 - October 2019

- Implemented recreation activities for children, that included games, sports, and crafts
- Worked city-wide events including fine arts, theatre, and concerts
- Performed office coverage in City Hall, Community Center, and Senior Center

CERTIFICATES

Adult and Pediatric First-Aid, CPR, and AED Certified

EXP: May 2023, American Heart Association

ASI Board of Directors Vacancy Application 2021–22

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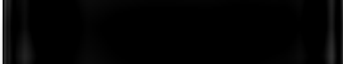
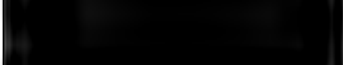

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ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION *

Name *	Cody Abril
Address *	
Primary Phone Number *	
Secondary Phone Number *	
Student Email Address (@csu.fullerton.edu) *	
Applicant CWID *	
CSUF Major(s) (and Minor(s), if applicable) *	Advertising
Which Board of Directors position are you applying for?: (Drop down) *	College of Communications
Semesters Completed at CSUF *	2
Units Completed at CSUF: *	36

Units In Progress at CSUF (this semester) *	15
CSUF Class Level *	Senior
Expected CSUF Graduation Date (MM/YY) *	May/2022

What do you believe is the role of ASI on our campus and how does that role relate to this position? *	I believe the role of ASI on our campus is to provide a form of student leadership that is directly involved with those attending our college. The role I am applying for, College of Communications, lies in between the students and student government and assisting those who have matters they'd like to solve.
Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college. *	Experience that I have related to this field of work is my current business, Marketing and Public Relations, for small businesses in orange County. I have expanded by knowledge and skill level in the realm of customer service and the ability to adapt to fast paced environments.
Why are you applying to the ASI Board of Directors? What do you hope to accomplish and/or get out of the experience? *	I am applying to this position in hopes of bettering the relationship between students and their respected colleges. I believe this is an important aspect for any campus to bridge the gap between the attendee and those who run the schooling system.
Please state any other information that you believe should be considered in this application. *	N/A

Resume. Please upload your resume in PDF format. *



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 California State University, Fullerton
 Voluntary Authorization for Educational Record Disclosure

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B. Associated Students, CSUF, Inc. Authorization

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- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Enter your

Date *



Hello!

I am Victoria Santana (But I go by Tori)!

I am double majoring in:

- Communicative Disorders
- Child and Adolescent Development:
Family and Community Contexts



I currently work in local government serving my community through the programming and planning of city-wide special events.



Stroll
IN THE PARK
• Food • Children's activities

Thursday, July 29 | 6:30 - 8:30 p.m.

La Mirada Creek Park
12021 Santa Gertrudes Avenue

MUSIC FROM:
LOA GREYSON
Island Soul

THE KINGS OF 88
Classic Piano Rock

MARIACHI DIVAS
Mariachi

City of La Mirada
Night Market
FOOD | PRODUCE | CRAFTS
MARKET HOURS 5-8:30PM



AFTER-SCHOOL CLUB

Monday through Friday
2-5 p.m. • Ages 6 to 12

- Outdoor fun • Crafts
- Homework help

Park Locations:
Frontier • Gardenhill • Winderemere



HALLOWEENFEST

SUNDAY, OCTOBER 31
4:30 - 8:00 P.M.

NEFF ESTATE 14300 SAN CRISTOBAL DRIVE



SALUTE TO VETERANS
2021

AN EVENING HONORING THE MEN AND WOMEN OF OUR NATION'S ARMED FORCES.



MONDAY,
NOVEMBER 8, 2021
6 - 8 P.M.

LA MIRADA THEATRE
FOR THE PERFORMING ARTS

- ★ MILITARY MEMORABILIA
- ★ PATRIOTIC PROGRAM
- ★ MILITARY BANNER RECOGNITION
- ★ VETERANS RESOURCES

Fun Facts About Me!

- I love iced coffee
- My favorite foods are sushi and cupcakes
- I enjoy boxing and working out
- I love watching Harry Potter movies.



My Goals and Ambitions:

- I have a passion to be a voice for others and bring joy to people in my community!
- My goal is to step into a role in which I can serve others and be a positive influence in their lives.



MARKETING AND PUBLIC RELATIONS

Community Engagement ▪ Strategic Communication

Enthusiastic, high-energy, and dynamic professional. Employs an entrepreneurial and forward-thinking mindset. Able to quickly connect the details with the big picture and deliver strategic solutions for smooth program execution. Aiming to leverage a proven knowledge of acquisitions, adjudications, and alternative dispute resolution skills.

PROFESSIONAL EXPERIENCE

ABRIL MARKETING AND PUBLIC RELATIONS JANUARY 2020 – PRESENT
OWNER

ABRIL MARKETING AND PUBLIC RELATIONS IS A PRIVATELY OWNED BUSINESS THAT SPECIALIZED IN SOCIAL MEDIA AND BRANDING.

- Focusing on building a social media presence for small businesses
- Creating Facebook advertising and promotions
- Excelling in clear, quality photography

NEW GENERATION DENTISTRY (NGD) ▪ Mission Viejo, CA April 2019 – Present
Public Relations Manager

NGD is a leading general and pediatric office in Mission Viejo that offers cosmetic dentistry and excellent attention to detail from our board-certified pediatric dentist.

Oversaw all communication and promotional materials for improving business outlook to residents in Southern California. Directed marketing and development, social media, external relations management.

Coordinator / Management

- Improving community outreach and image to public eye through representing our business at city events and marathons
- Amplified visibility of *NGD's* social media through Instagram and Facebook
- Planned project cycle and scope, managed budget, tracked and reported on project progress, and evaluated results.
- Community outreach through Mission Viejo Chamber of Commerce
- Approved various sponsorship donations for local baseball little league teams as well as local high school football and basketball teams
- Created and utilized marketing strategies through usage of promotional goods, flyers, posters, etc.

ISLANDS RESTAURANT Sept 2017 – Sept 2018

Server Partner

- Provide limousine ride experiences for guests
- Expo entrée's in timely manner while ensuring consistent quality of food
- Manage take-out orders
- Provided training for new employees early in the job due to acknowledged focus and determination to excel in the workplace
- Informally recognized as one of the Lead Server Partners with responsibility for overseeing opening / closing coaching and mentoring new Sever Partners regarding menu items, company policies, and procedures

P.F. CHANGS Mar 2017 – August 2017

Busser/Runner

- Respond to inquiries regarding meal preparations and service
- Regularly follow up with guest tables and promptly fulfill additional requests.
- Perform side work duties as designated by supervisor
- Perform cleaning duties such as sweeping, mopping, vacuuming, and tidying up server station.

EDUCATION

Irvine Valley College | Transfer Student | 2016-2020
California State University, Fullerton | B.A., Communications - Public Relations | Present

SKILLS & INTERESTS

Skills/Expertise: Strategic Planning, Program Management, Motivation & Leadership, Process Improvement, Team Building, Community Outreach, Budget Oversight, Marketing Strategy

Interests: Golf, Kayaking, Hiking, Reading