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2011 OCT 20 PM 3:34

Letter of Nomination

October 20, 2011

The Honorable City Council
One City Hall Plaza, Second Floor
Oakland, OA 94612

Dear President Reid and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

LIBRARY ADVISORY COMMISSION

Shanthi Gonzales Mayoral appointment to serve the term beginning October 5, 2011 and ending October 4, 2014, filling the seat previously held by Jill Broadhurst.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

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APPROVED FOR FORM AND LEGALITY

~~DRAFT~~
CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF
SHANTHI GONZALES AS A MEMBER OF THE LIBRARY ADVISORY COMMISSION**

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 8064 C.M.S, adopted November 13, 1969 and amended by Ordinance No. 11730 C.M.S., adopted July 26, 1994, establishes the Library Advisory Commission to advise and make recommendations on the operation and future development of the library system and to act as a liaison between the Library Department and the Mayor and City Council; and

WHEREAS, the Library Advisory Commission consists of fifteen (15) members serving not more than two consecutive three year terms; and

WHEREAS, the Honorable Mayor Jean Quan as appointed Shanthi Gonzales to serve a three year term subject to confirmation by the City Council; now therefore be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Shanthi Gonzales to the Library Advisory Commission for a three year term beginning October 5, 2011 and ending October 4, 2014, filling the seat previously held by Jill Broadhurst.

IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:

AYES – BRUNNER, KERNIGHAN, NADEL, SCHAAF, DE LA FUENTE, BROOKS, KAPLAN
AND PRESIDENT REID

NOES –
ABSTENTIONS-
ABSENT-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Oakland City Council

Shanthi Gonzales

Objective An appointment to the City of Oakland Library Advisory Commission

Summary of Qualifications

- Proven commitment to service in Oakland (regular volunteer with both Oakland Animal Services and the Alameda County Community Food Bank).
- Strong interest in board or commission service.
- Strong understanding of community development needs in low-income communities.
- Experienced project manager and event coordinator.
- Strong skills in successfully managing several events or projects simultaneously.
- Strong background in project management, communications, community outreach, and development.
- Strong writing and editing skills.

Experience

October 2010 - present Program Assistant The San Francisco Foundation San Francisco, CA

- Coordinated numerous events, such as grantee convenings, how to apply workshops and team retreats.
- Coordinated grantmaking for the Community Development team.
- Managed projects for Community Development Director, such as webinars on TSFF program initiatives and outcomes.
- Researched and wrote complex documents, such as budget briefs, write-ups on grantees for Community Leadership Awards and content for TSFF web site.
- Provided excellent administrative support, including calendaring, researching and writing reports, and served as the Community Development contact with internal and external parties.
- Developed content area expertise in community development.

Summer 2010 Communication, Outreach & Development Coordinator Associated Community Action Program Hayward, CA (ARRA-funded position)

- Oversaw all outreach and communication materials.
- Planned website redesign.
- Wrote successful grant applications.
- Wrote content for materials, including the website, newsletters, flyers, brochures, and press releases.
- Served as chief media relations liaison.
- Created infrastructure around grants program (grants calendar, cultivation events, etc).
- Led effort to better brand the organization, and standardized materials around the new look.
- Created style guidelines for written materials.
- Organized community outreach events.
- Collected and organized important files for reference and later use, including image/content library.
- Wrote strategic plans in my areas of responsibility.
- Coordinated special projects as necessary.

2009 – March 2010 Special Events Coordinator United Way of the Bay Area San Francisco, CA (laid off)

- Successfully coordinated several simultaneous donor stewardship and fundraising events.
- Oversaw day-of registration and logistics for events.
- Meticulously maintained donor and event databases.
- Oversaw large mailings, bids for printing and contracting for services related to events and campaigns.

- Built and adhered to strict budgets and timelines for campaigns and large events.
- Coordinated meetings and supported staff and committee members in preparing for meetings.
- Analyzed data in order to report regularly on event progress, successes and challenges.
- Supervised staff teams and volunteers in the management of projects.
- Scheduled meetings and conference calls for staff and volunteer committee members.
- Built and maintained websites for events.
- Oversaw production of event materials.
- Prepared donor acknowledgement letters.

Summer 2009 Event Coordinator Silicon Valley Toxics Coalition San Jose, CA (contract position)

- Coordinated Annual Benefit.
- Worked with vendors and site to ensure a successful event.
- Coordinated volunteer and board member involvement in the benefit.
- Oversaw solicitation of sponsors and donations for silent auction.
- Coordinated all marketing and printed materials for the benefit.
- Coordinated ticket sales and RSVPs.

2002 – 2004; 2008 – 2009 Administrative Assistant SEIU United Healthcare Workers West Oakland, CA (laid off in trusteeship)

- Supported Chief of Staff to Union President in planning for and coordinating projects.
- Served as central hub/coordinator for information flow regarding projects and events.
- Built and managed registration for large events, including building registration websites.
- Oversaw bidding and contracting for services related to campaigns and events.
- Built and adhered to strict budgets and work plans for campaigns and events.
- Tracked and reported regularly on progress on project goals and timelines.
- Administrative work in support of other union executives.
- Coordinated meetings and supported staff and board members in preparing for meetings.
- Analyzed data in order to report regularly on project successes and challenges.
- Organized 2-day outdoor event for over 6,000 people in two weeks.
- Organized annual Leadership Conference for 2,000+ union leaders.
- Planned and organized logistics for other projects and campaigns, such as union elections and GOTV.
- Supervised temporary clerical staff, staff teams and volunteers in the management of projects.

*I also worked at this job during the summers of 2005, 2006 & 2007 planning the annual Leadership Conference.

2006 – 2008 Managing Editor, The Good Society (academic journal)
College Park, MD

- Oversaw journal staff.
- Coordinated publication of journal.
- Planned upcoming symposia for the journal.
- Planned and coordinated academic conferences and panels hosted by the journal.
- Contacted and conducted follow-up with contributors to the journal.
- Edited submissions to the journal.

2006 – 2007 Legal Assistant University of Maryland Graduate Student
Legal Aid College Park, MD

- Did intake interviews of new clients.
- Performed legal research in support of client cases.
- Prepared for (and defended students in) hearings before the university's Academic Integrity Panel.
- Administrative work in support of supervising attorney and to help run the office.

2001-2002 Administrative Assistant California Transplant Donor Network Oakland, CA

- Supported Marketing/Community Outreach Director and Department.
- Helped manage the organization's volunteers and coordinate their involvement.

- Developed materials for marketing staff, including volunteer newsletter.
- Maintained CTDN website.
- Administrative work in maintaining the office (preparing documents, covering the phones, ordering supplies, etc).

Education

BA, Political Science and History (Spanish and Women's Studies Minors)
California State University Hayward (East Bay), 2001
MA, Political Science San Francisco State University, December 2011

Interests

Politics, swimming, board games, reading, camping, the outdoors, karaoke, road trips, cooking and community service.

Service

Organizer, East Bay Spanish Language Meetup
Secretary, The Table
Regular volunteer, Alameda County Community Food Bank
Official volunteer, Oakland Animal Services, 2009- 2010