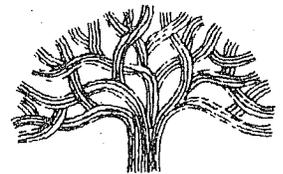


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CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3rd FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Libby Schaaf
Mayor

(510) 238-3141
Fax (510) 238-4731

Letter of Appointment

November 30, 2016

The Honorable City Council
One Frank H. Ogawa Plaza, Second Floor
Oakland, CA 94612

Dear President Gibson McElhaney and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following person as a member of the following board or commission, subject to City Council confirmation:

Housing, Residential Rent and Relocation Board

Debra Mesaros, to the Housing, Residential Rent and Relocation Board to serve a three-year term that began February 12, 2016 and will end February 11, 2019 as a Tenant Representative.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

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KEY SKILLS AND CHARACTERISTICS

- Resourceful and determined problem solver
- Excellent organization, coordination, and facilitation skills with high attention to detail
- Strong communication and interpersonal skills with proven ability to interact well with all customers, internal and external
- Highly process-oriented, efficient, and professional
- Ability to manage large-scale projects to completion
- Self-motivated, thorough, and self-managed
- Highly customer service oriented with cheerful disposition

EDUCATION

B.S. Mathematics with Emphasis in Computer Science
California Polytechnic State University, San Luis Obispo

PROFESSIONAL EXPERIENCE

Executive Assistant (Contractor)

Telecare, Alameda, CA

August 2016 – Present

- Assist Human Resources and General Counsel executives with calendaring and general support
- Support administration of human resources and legal departments with responsibility for invoice processing, maintenance and tracking of records,

Office Manager (Contractor)

Wrightspeed, San Jose, CA

December 2015 – June 2016

- Organize and manage office operations for 30-person manufacturing start-up company with responsibility for vendor management, facilities maintenance and repair, human resources and recruiting support, liaising with property management and general office services
- Schedule and coordinate recruiting interviews with internal teams; onboard new hires
- Administer company accounts for Dropbox and Gmail and support other IT needs in coordination with contractor
- Support employees as Human Resources point of contact; coordinate with outsourced HR provider for benefits administration
- Conduct office relocation including contracting with moving company, packing and labeling, relocating vendor services

Office Manager / Executive Assistant / Administrative Assistant

Generate Capital, San Francisco, CA

April 2015 – November 2015

- Establish and manage office operations in combined role as office manager, executive assistant and IT administrator for 8-person specialty finance startup company that builds, owns, operates, and finances infrastructure assets involving the world's critical resources: energy, water, agriculture and basic materials
- Support CEO in executive assistant capacity with heavy calendar management, business support, and administrative support
- Serve as IT administrator responsible for managing email accounts using Office365, ensuring uptime of internal network and public website, and establishing video conferencing, telecom, and conference calling capabilities
- Facilitate invoice processing, expense reporting, and general accounting with third party accounting firm
- Liaise with building management for facilities repairs, building access and keys, and rent payments
- Organize and administer centralized document repository using cloud-based Box.com service
- Team with contract attorney and accounting firm to finalize investor documentation and facilitate investor communications

Office Manager

Specialty's Café and Bakery Corporate, Pleasanton, CA

February 2014 – March 2015

- Enabled effective corporate office operations for 60-person office including corporate facilities maintenance and repair, shipping/receiving and mail services, reception, building access/keys, and office equipment

- Established and maintained vendor relationships in the areas of corporate travel management, shipping, janitorial, A/V, office supplies, coffee, copier supply and maintenance, shredding, security, postage, water purification, vending, offsite storage, plant maintenance, and flowers
- Negotiated rates with shipping, office supply and corporate travel vendors to optimize operational effectiveness and reduce cost
- Liaised with building property management related to HVAC, janitorial services, parking, building access, lighting, and all building-approved repairs
- Onboarded new employees including office tour, orientation on office operations, and building access
- Acted as travel administrator for company including booking travel, negotiating rates with hotels, and sourcing a centralized travel management tool for the company
- Assisted with opening of new stores by coordinating large office shipments to the stores and setting up shipping and office supply accounts
- Organized new office space after office move including creating and stocking office supply area, establishing a shipping/receiving area for incoming and outgoing weekly store shipments, and employee mailboxes for incoming postal mail distribution

Office Manager/Coordinator (Contractor)

Career Group, Inc., *San Francisco, CA*

March 2013 – February 2014

- Provided excellent operational and administrative services to Bay Area firms on an interim basis
- Established mail/shipping, supply ordering, and facilities maintenance procedures for San Francisco tech startup companies
- Facilitated completion of new office construction items including security access system installation and setup, A/V installations, and construction items on the punch list generated from final walkthrough of office space
- Troubleshooted technical issues with new office setup including computer, telephone, and A/V installation and configuration
- Coordinated scheduling of interview process for prospective new hires during aggressive hiring for tech startup company

Office Services/Facilities Coordinator

Hellman & Friedman, *San Francisco, CA*

December 2010 – March 2013

- Established and maintained operational and facilities services for a 65-person Private Equity office
- Selected security vendor and oversaw installation of access system; managed ongoing administration
- Acted as liaison with building management and engineering for facilities issues and building access
- Coordinated two office moves following construction to expand and repurpose office space
- Serviced vendor relationships in the areas of facilities maintenance and repair, office supply, security, shipping, record storage, shredding, janitorial, carpet care, print services, catering, and plant care, etc.
- Oriented new hires including office tour, office procedures, and access cards
- Audited invoices for accuracy and processed with Accounts Payable; resolved issues as needed
- Designed and implemented emergency evacuation procedures; coordinated Red Cross training
- Implemented enhancements to company Intranet using Sandvox; maintained company contact lists

Office Services/Facilities Manager

Jamba Juice Corporate, *Emeryville, CA*

July 2005 – December 2010

- Designed, implemented, and managed operational and facilities services for office of 120 people
- Ensured consistent operation of all office functions including security system administration, workspace modifications and space allocation, facilities repairs and modifications, onboarding new hires, shipping/receiving, leasing and maintenance of office equipment, fulfillment of business cards, office supply ordering procedures, and onsite and offsite storage
- Maintained company store list, employee contact list, and employee directory. Improved database update process using MS Access
- Established and maintained effective cooperative relationships with all levels of management, employees, and outside companies
- Managed 3-person team for Office Services and Reception
- Acted as liaison between vendors, building management, and janitorial staff. Processed vendor invoices with A/P department

- Worked closely with IT to facilitate new hire phone & computer setup and resolution of phone, network, and computer-related issues
- Led all shipping and receiving account management and operations for the company including daily incoming and outgoing shipment processing for corporate office, shipping operations for 700+ stores
- Facilitated major office move including coordination of packing and labeling, liquidating old office furniture, moving office equipment and establishing vendors and operations in new office
- Managed the employee kitchen including all machines and product to make Jamba Juice smoothie products

Data Manager, Educational Data

GreatSchools.net, *San Francisco, CA*

September 2004 – June 2005

- Enabled effective acquisition, processing, quality assurance, and integrity of school data for GreatSchools.net, the largest online repository of nationwide school-related information with over 1 million indexed pages in Google
- Worked independently and proactively to identify issues, provide sound recommendations, and implement extensive improvements to processes, communication, workflow, and project management
- Researched the Internet extensively to acquire and verify raw data files containing district and school level quantitative data in preparation to be loaded into the MySQL databases and displayed on the GreatSchools.net Web site
- Verified correct content and usability of data files and prepared them for loading using MS Excel and MS Access
- Provided technical and functional specifications for data processing projects used by engineers to load data, by the editor to describe data, and to document results of data verification and quality assurance testing
- Facilitated data processing with project team per the technical and functional data specifications
- Performed data verification and QA testing on the GreatSchools website to ensure data integrity and that data values were displayed clearly, accurately, and according to specifications, and the website was functioning correctly

Math Teacher, Algebra/Geometry, High School

San Francisco Unified School District, *San Francisco, CA*

August 2003 – June 2004

- Designed, developed, managed and presented mathematics instruction to approximately 110 students
- Developed curriculum to achieve stated learning objectives
- Prepared numerous instructional materials using PowerPoint, MS Excel, MS Word and other resources
- Communicated with students to assess understanding and worked to ensure successful knowledge transfer
- Assessed instructional effectiveness through the collection of student feedback and student performance evaluations

Mathematics Teacher/Substitute

Sweetwater Union High School District, *San Diego, CA*

March 2003 – July 2003

Financial Analyst/Tech Support Specialist

Merrill Lynch, *San Francisco, CA*

August 2002 – February 2003

Information Systems Analyst/Admin

Career Group Inc., *San Francisco, CA*

November 2001 – August 2002

Application Development Manager

PeopleSoft, *Pleasanton, CA*

April 1999 – April 2001

- Defined requirements and functional and technical specifications for Resource Management application from its inception at PeopleSoft in collaboration with the development team
- Developed Resource Management web-based application in PeopleTools 8
- Organized and facilitated product design team meetings. Delegated tasks to team member and managed progress
- Populated accurate test data into database and tested and documented product deliverables
- Presented to management and team members regarding technical design and development details
- Served as subject matter expert for all product functionality encompassing the Resource as a user
- Determined best practices to be implemented in product design by utilizing prior consulting experience

Consultant

PeopleSoft, *Pleasanton, CA*

November 1997 – March 1999

- Resolved technical issues via testing, troubleshooting, analysis and problem solving
- Designed, developed, and tested data conversion programs using SQL, SQR, MS Access, and MS Excel
- Trained technical and non-technical consultants on technical toolset including SQR programming and PeopleTools

- Presented proposed designs to client project teams utilizing PowerPoint, written documentation, and white boarding
- Conducted regular meetings with client personnel to refine and clarify project implementation requirements
- Analyzed business problems; designed and implemented functional and technical solutions within deadlines
- Communicated project progress and results to client personnel via meetings, email, spreadsheets and text documents

Technical Consultant

Accenture Consulting, *San Francisco, CA*

August 1994 – October 1997

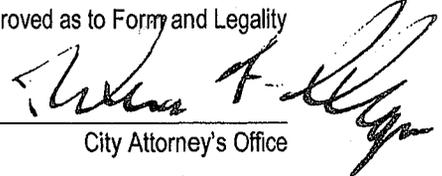
- Designed, developed, and tested database application solutions using Visual C++, Excel, MS Access, SQL, Oracle, MySQL, and SQL Server
- Collaborated with clients and other consultants to determine client's business requirements
- Analyzed and solved business problems using various functional and technical designs
- Implemented technical solutions and other project tasks within project deadlines
- Presented and communicated issues and project progress to project team and management
- Trained client and consultant personnel in functionality, technical design, and product usage as needed
- Documented, tested and troubleshooted to ensure quality and dissemination of product knowledge

ADDITIONAL SKILLS AND TRAINING

MS Word, Visio, Excel, PowerPoint, Access, HTML/PHP, Python programming at Coursera

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Approved as to Form and Legality



City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF DEBRA MESAROS TO THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD AS A TENANT REPRESENTATIVE

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. 11954 C.M.S., adopted December 17, 1996, and amended by Ordinance No. 12030 C.M.S., adopted December 16, 1997, and further amended by Ordinance 12273 C.M.S., adopted July 25, 2000, and Ordinance No. 12399 C.M.S., adopted January 23, 2003, creates the Housing, Residential Rent and Relocation Board ("Board") to assume all duties and functions heretofore exercised by the Housing Advisory and Appeals Board, Relocation Appeals Board, and the Housing Advisory and Appeals Board; and

WHEREAS, the Board consists of seven (7) members, two tenants, two landlords, and three neutral members, serving not more than two consecutive three-year staggered terms and two alternates for each of the three classes of members; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Debra Mesaros to serve the remainder of a three-year term as a Tenant Representative 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 Debra Mesaros to the Housing, Residential Rent and Relocation Board to serve a three-year term that began February 12, 2016 and will end February 11, 2019, filling the seat that was previously held by Tyfahra Singleton.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES – BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID
AND PRESIDENT GIBSON MCELHANEY

NOES-

ABSTENTIONS-

ABSENT-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of
the Oakland City Council