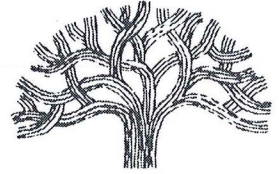


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CITY OF OAKLAND



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

October 8, 2015

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:

THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

Mayor's appointment of Kevin L. Skipper to serve a three-year term as the Tenant Alternate member for The Housing, Residential Rent and Relocation Board beginning February 12, 2015 and ending February 12, 2018, filling the seat previously held by Tyfahra D. Singleton.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

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Kevin L. Skipper, Sr.

OBJECTIVE

To present my sales and marketing experience to a world-class organization by utilizing a integrity based approach for creating a high level of customer satisfaction, loyalty, and retention. I will seek to create a sales environment that focuses on a solution-based approach that emphasizes collaboration and team building.

SALES MANAGEMENT SKILLS

- Direct management and development of sales team members. This included scheduling, evaluation and disciplinary action.
- Created sales processes & procedures, implementation of training programs, and conducting performance appraisals.
- Maintained an active role in the selection and relationship management of preferred business partners.

CUSTOMER SERVICE & SALES SKILLS

- Extensive interaction with client base in the field, in-house and in call center environments via the use of CRM software such as ACT, Top Producer and Salesforce.com.
- Utilized a customer advocacy-based sales approach in evaluating prospects' ability and readiness to make purchase decisions.
- Provide sound market analysis to anticipate common objections and empower customers to make well-informed buying decisions.
- A proven proficiency in the analysis and explanation of complex procedures and the presentation of material facts relevant to enabling smooth transactions.
- Exercised proper consideration when handling client's funds held in trust, personal documentation, and in upholding fiduciary responsibilities.

QUANTITATIVE SKILLS

- Prospecting: Capturing and recording traffic data from prospective buyers, evaluation and prioritization of prospect data, and follow-up & closure of prospect leads.
- Sales Contracting: Conduct preliminary negotiations and conferences with prospects, preparation of purchase agreements, addenda, associated sales documents, and disclosures.
- Financing: Assisted purchasers in procuring financing required to consummate purchase agreement. Nurture and manage working relationships with preferred lenders, escrow/title service providers and contractors.
- Record Maintenance and Compliance: Maintain accurate written records of sales transactions in compliance with principal's needs and governing agencies such as Department of Real Estate.
- Reporting: Ensured the timely creation of weekly, monthly and quarterly reports.

EMPLOYMENT HISTORY

November 2011-Present

Senior Sales Associate

Bay Property Group

Oakland, CA

Highlights: Sales and marketing of residential income properties in San Francisco. Placement of tenants through our management services division on behalf of property owners.

January 2003-Present

Real Estate Broker-Principal

Oakland, CA

Highlights: Directly involved in the sale of more than 500 units with gross sales in excess of \$220,000,000. Currently representing Brog Properties sales efforts in Downtown Oakland at The Golden Bridge Lofts and The Cathedral Building.

December 2007-June 2008

Property Manager/Resident Manager

Affordable Housing Associates

Berkeley, CA

Highlights: Rent collection, make bank deposits, present leases, eviction processing, and manage certifications for 197 units at four properties.

September 2001-October 2002

Sales Manager-Winterlink

Berkeley, CA

Highlights: Exceeded 2002 sales goal by 50% by securing a Cisco service contract renewal with United Airlines covering 600+ devices worth \$550,000.

January 1999-August 2001

Sales Manager-Pylon Solutions

San Ramon, CA

Highlights: Increased sales volume by 200% from 1999-2000.

November 1996-December 1998

Sales and Service Manager-PageNet

Oakland, CA

Highlights: Launched the SF Bay Area release of 2way messaging. Over 200 units in service from 1997-1998 representing a 150% increase over projected sales goal.

April 1991-June 1996

Insurance Sales Officer-Wells Fargo

Brisbane, CA

Highlights: Ranked 4th in overall U.S. sales long-term care insurance policies 1995 (UNUM).

August 1984-January 1990

Customer Service Representative

Pacific Bell

Oakland, CA

Highlights: Maintained perfect attendance, 90% customer satisfaction rating and 99% in order accuracy during entire tenure.

COMPUTER SKILLS

Proficient in the use of a personal computer and the Internet and the use of the following programs:

Microsoft Windows

Microsoft Office-WORD, EXCEL, and PowerPoint

CRM: Top Producer and ACT

COMMUNITY INVOLVEMENT

Oakland Public Conservatory

Board Member/Co-Director

January 2010-Present

REFERENCES AVAILABLE UPON REQUEST

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APPROVED FOR FORM AND LEGALITY

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF KEVIN L SKIPPER TO THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

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 four 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 one alternate for each of the three classes of members; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Kevin L. Skipper Singleton to serve the remainder of a three year term as a Tenant Representative subject to confirmation by the City Council; and

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES -

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF
KEVIN L SKIPPER TO THE HOUSING, RESIDENTIAL RENT AND
RELOCATION BOARD

ABSTENTIONS-

ABSENT-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of
the Oakland City Council

DRAFT