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OFFICE OF THE CITY CLERK
OAKLAND

CITY OF OAKLAND



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Office of the Mayor
Honorable Ronald V. Dellums
Mayor

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Letter of Nomination

May 5, 2009

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

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following people as members of the following Board, subject to City Council confirmation:

Housing Residential Rent and Relocation Board

Ryan Hunter (Tenant), Mayoral appointment to serve the term beginning February 12, 2009 and ending February 11, 2012 filling the seat previously held by Chanee Franklin.

Jasmin V. Edouard (Neutral), Mayoral appointment to complete the term beginning February 12, 2008 and ending February 11, 2011, filling a seat previously held by Rochelle Anguiano.

Jessica Leavitt (Neutral), Mayoral appointment to serve the term beginning February 12, 2009 and ending February 11, 2012 filling the seat she currently holds.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Ronald V. Dellums".

Ronald V. Dellums
Mayor


CITY ATTORNEY.

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

**RESOLUTION APPOINTING RYAN HUNTER, JASMIN V. EDOUARD AND
REAPPOINTING JESSICA LEAVITT AS MEMBERS OF 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 five members of the City Council; and

WHEREAS, Chapter 8.22 of the Oakland Municipal Code creates the Housing, Residential Rent and Relocation Board to encourage investment in residential housing while also protecting the welfare of residential tenants; and

WHEREAS, Chapter 8.22 of the Oakland Municipal Code specifies that members of the Housing Residential Rent and Relocation Board are to serve three year terms, which are to be staggered so that one-third of the appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; and

WHEREAS, the Honorable Mayor Ronald V. Dellums has appointed **RYAN HUNTER** to serve a three-year term on the Housing, Residential Rent and Relocation Board beginning February 12, 2009 and ending February 11, 2012 filling the tenant seat previously held by Chanee Franklin, subject to confirmation by the City Council; now therefore be it

WHEREAS, the Honorable Mayor Ronald V. Dellums has appointed **JASMIN V. EDOUARD** to complete the three-year term on the Housing, Residential Rent and Relocation Board beginning February 12, 2008 and ending February 11, 2011 filling the neutral seat previously held by Rochelle Anguiano, subject to confirmation by the City Council; now therefore be it

WHEREAS, the Honorable Mayor Ronald V. Dellums has appointed **JESSICA LEAVITT** to serve a three-year term on the Housing, Residential Rent and Relocation Board beginning February 12, 2009 and ending February 11, 2012 filling the neutral seat she currently holds, 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 **RYAN HUNTER** to serve a three-year term on the

Housing, Residential Rent and Relocation Board beginning February 12, 2009 and ending February 11, 2012 filling the tenant seat previously held by Chanee Franklin.

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **JASMIN V. EDOUARD** to complete the three-year term on the Housing, Residential Rent and Relocation Board beginning February 12, 2008 and ending February 11, 2011 filling the neutral seat previously held by Rochelle Anguiano.

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **JESSICA LEAVITT** to serve a three-year term on the Housing, Residential Rent and Relocation Board beginning February 12, 2009 and ending February 11, 2012 filling the neutral seat she currently holds.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES- KERNIGHAN, NADEL, QUAN, DE LA FUENTE, BROOKS, REID, KAPLAN,
 AND PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENSION -

ATTEST:

LATONDA SIMMONS
Interim City Clerk and Clerk of the Council
of the City of Oakland, California

Ryan Griffin Hunter

OBJECTIVE

A position on the Oakland Rent Board, advocating for the rights of tenants in the city.

PROFESSIONAL STRENGTHS

- A **community builder**, bringing people of diverse backgrounds together in pursuit of justice issues, recruiting and training young leaders, and organizing teams of volunteers.
- A **strong communicator** across a variety of electronic and print media, as well as in interpersonal settings and public speaking.
- A **proven project manager**, building a financial base, directing conferences, and rallying volunteers.
- A **critical researcher**, designing research methodologies and drawing conclusions from raw data to help solve problems of social inequality.

EDUCATIONAL EXPERIENCE

Stanford University, Palo Alto, CA

MA, Sociology (Social Stratification focus) – January 2005, 3.87 GPA

- Studied issues related to inequalities in society, especially across race, class, and gender. Topics included job markets, urban poverty, social mobility, and racial identity.
- Used General Social Survey data to build graphical correlations of variables and perform original data analysis.
- Researched in journal archives using online tools, including JSTOR.

BA, English (Creative Writing focus) – June 2004, Phi Beta Kappa, with distinction, 3.86 GPA

WORK EXPERIENCE

Independent Research Consultant, Oakland, CA

2008

- Performed editorial assistance for the academic journal *Sociology of Crime, Law, and Deviance*.
- Slated to do web-based research for Stanford Sociology Department on availability of legal services to low-income communities.

Campus Organizer, InterVarsity Christian Fellowship

2004 - 2008

- Organized diverse teams of grassroots volunteers for on-campus outreach to new students each fall. Identified potential leaders and taught them mentorship, outreach, cross-cultural, and leadership skills. Many of these leaders have gone on to work on inner-city justice issues.
- Directed teaching/training conferences, including three week-long and two weekend events. Developed curricula, recruited speakers and musicians, taught sessions, and administered all logistics, including transportation, housing, meals, and schedules.
- Raised personal budget of nearly \$150,000 over three years, always exceeding development goals. Managed over \$25,000 of student fundraising for three summer projects. Maintained database of donor contacts. Fostered groundbreaking partnership between InterVarsity and regional association of 100 churches.
- Delivered 40-minute talks at large events twice per quarter, in addition to guest speaking engagements at neighboring universities.
- Led teams on social justice projects in Bulgaria and low-income areas of Los Angeles and San Jose.
- Addressed issues of race for diverse communities through talks, conferences, and seminars. Worked with at-risk Latino youth to improve academic skills and to create and edit a film.
- Created and spearheaded new student team to lead weekly large group events, resulting in greater quality of content and a 20% increase in attendance. Set vision for weekly teaching series and quarterly conferences for 150-person organization.

Ryan Griffin Hunter

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Marketing/Technical Writer, eGain Communications Corp., Mountain View, CA 2004 - 2005

- Created internal knowledge base from scratch, populating it with over 200 articles in six months. Established a workflow for publishing to the database and regularly maintained it. Coordinated between programming team and writing team.
- Uncovered and repaired critical flaws in benchmarking study of over 300 companies. Oversaw redesign of survey methodology, synthesized data into a marketing report, and formatted it for publication.
- Published press releases, case studies, white papers, and other marketing materials, including a statement that helped eGain's premiere software suite win a "Product of the Year" award.
- Mastered eGain's Service 7 suite, a CRM software package.

Communications Intern, Urbana 03 Convention, Madison, WI 2003

- Created promotional materials for Urbana 03, an international convention with 20,000 delegates. Moved from being behind schedule to ahead of schedule and surpassed recruitment targets.
- Crafted and updated web pages for urbana.org and email updates reaching an audience of over 200,000.
- Interviewed convention staff to publish print articles in internal newsletter.
- Built catalog of endorsements from prominent leaders in faith communities.
- Recruited volunteer leaders to promote the convention on college campuses nationwide.

Editorial Intern, Marietta Daily Journal, Marietta, GA 2001

- Wrote feature articles on strict deadlines for regional newspaper (circulation 26,500).
- Performed daily copy editing and proofreading on every line of text in our section.
- Took responsibility, after only two months, for all entertainment and real estate articles.
- Conducted research in newspaper and photo archives.
- Extended term of employment to write news article in aftermath of Sept. 11 attacks.

VOLUNTEER EXPERIENCE

United Democratic Campaign, Oakland, CA and Berkeley, CA 2008

- Canvassed neighborhoods in North Oakland, building support for Democratic platform.
- Banked phones for local Oakland and Berkeley ballot measures and candidates.

Obama Campaign, Sparks, NV 2008

- Canvassed in critical battleground of Washoe County, Nevada, helping turn Nevada blue for the first time in many years.

Stanford Daily, Stanford, CA 2001 - 2004

- Authored news and feature articles for Stanford's student newspaper, co-editing articles with editorial staff.
- Conducted extensive phone interviews with faculty and students, as well as local business leaders

TECHNICAL SKILLS

- **Web development:** HTML and JavaScript
- **Publishing software:** Quark Express
- **CRM software:** eGain Service 7
- **Microsoft Office Suite**

LANGUAGE SKILLS

Conversational in French
Foundational background in Mandarin Chinese and Bulgarian

Jasmin Vaughan Edouard

Career Objective:

I am seeking the Curatorial Administrative Assistant Position for Painting and Sculpture with the San Francisco Museum of Modern Art.

Education:

Mills College, Oakland, California

B.A. – Art History, January 2000

New York University, New York

Art History, 1992 – 1993

Parson's School of Design, New York

A.A. – Fashion Illustration – Graphic Design, 1984 – 1988

Women's Initiative, San Francisco, California

Simple Steps Business Success Course, June 2007

Skills:

Project management	Curatorial experience
Gallery management	Exhibit set up
Artist presentation	Marketing
Art history education	Office support
Organizational skills	Communication skills
Professional	Critical thinker
Creative thinker	Writing skills
People skills	Microsoft Office: Word, Excel, and
Outlook	
Raiser's Edge	File maker Pro

Professional Gallery Experience:

Linen Life Gallery, Emeryville, CA

J. Arts Presents "Family Jewels" The Art of Nashormeh Lindo

Curator – Artist Representative

June 2006 – August 2006

- Organized art show: *"Family Jewels"*
- Set up, planned, and coordinated event
- Prepared facility for art installation
- Created marketing materials
- Represented artist, presented artist to community
- Promoted event in Oakland community
- Created presentation materials and press/media release for the event

*The Oakland Museum of California African American Advisory Committee and J. Arts Presents
"Black Owned Gallery Tours"*

Gallery Tour Coordinator - Art Historian

December 11, 2005

- Organized Black Owned Art Gallery Tours with The Thelma Harris Art Gallery, The Oakland Museum of California Collectors Gallery, and The Linen Life Gallery
- Organized and coordinated the art tours event
- Created marketing material to announce gallery tours
- Coordinated and organized artists and art to be exhibited for the day of event
- Narrator for the Black Owned Gallery Tours
- Introduced Black Owned Galleries to the community(s) and art appreciators
- Created all presentation materials used for press/media release and event announcements and mailings

*The Museum of Children's Art (MOCHA) – Project Yield After School Program,
Oakland, California*

Program Support – Administrative Assistant

October 2002 – June 2004

- Provided administrative support to Community Program Director and Art Educators
- Implemented and maintained database for enrollment/attendance
- Program Liaison for Community, Students, Parents, and Art Educators
- Coordinated and developed collaborations with schools
- Supported day to day operations of Project Yield After School Program
- Provided art instruction, workshops, artistic demonstrations, public art projects, performances, and field trips for youth

The Oakland Museum of California, Oakland, California

Curatorial Assistant – Half Past Autumn: The Art of Gordon Parks

May 2001 – September 2001

- Provided daily administrative support to the Senior Curator and Photography staff
- Completed research, planning, production, educational programming for exhibit
- Facilitated research on and documentation of the exhibit
- Maintained facility daily for event showing
- Answered questions related to the collection, providing access to students, classes, and the community at large.
- Provided educational information including didactic materials, catalogues, lectures, and docent talks
- Reached out to Oakland's art community for support of the exhibit
- Assisted with selection, research, planning, and production
- Supported the African American Advisory Committee
- Documented files
- Maintained exhibition budget
- Planned for opening reception and concert

Published Works:

Bridging Horizons and Flying Through History: Anthology of Writings on African American Figures found in the work of Faith Ringgold (Mills College, 1996)

Fictions in History/Histories in Fiction: Anthology of writings by Art 19 Students (Mills College, 1997)

Got the Message! 60th Birthday Book for Lucy Luppard: Anthology of Student Writings (Mills College, 1997)

African American Museum and Library, Oakland, California

Recipient of E Award – March 2008

(Art Advocate, Art Historian, Consultant/Artist Agent for the Museum)

Other Professional Experience:

Alameda County Probation Department Adult Services

Clerk II Administrative Assistant

March 2007 – January 2008 - Current

- Answers phones daily providing clients and customers with sources of information distributing forms and explaining their completion, answering all inquiries with various available sources, operates a multi-line telephone system.
- Organizes, classifies and files legal documents, inserts extracts materials from files
- Researches probationers files using alaco and adult audit search databases
- Enters data entry daily, types a variety of legal correspondence, forms, and reports
- Receives, pulls, and files legal documents, checks all records for accuracy and completeness
- Searches and retrieves computer file information using various computer systems
- Prepares documentation for Lawyers, Probation Officers, Legal Agencies and Probationers.

Alameda County Registrar of Voters, Oakland, California

Clerical - Candidate Services and Registration

February 2006 – December 2006

- Answered all inquiries
- Provided customer service with the registration process
- Processed affidavits and legal documents daily
- Research, proofread, and data entry of legal documents
- Secure polling site for the November 2006 Election for Emeryville Community
- Verified petitions and parties involved
- Counted Ballots for Elections
- Provided clerical support to management and staff
- Ability to multi-task and meet all project deadlines

Alameda County Household Hazardous Waste, Hayward, California

Clerical – Household Hazardous Waste Facility

May 2005 – January 2006

- Customer service provided for inquiries in order to educate the public about Household Hazardous Waste Program
- Implemented and maintained Household Hazardous Waste schedule
- Maintaining daily correspondence
- Provided scheduling and administrative support to staff

Alameda County Vector Control Services District, Alameda, California

Clerical I - Vector Control Services

December 2004 – May 2005

- Maintaining the efficient day –to–day organization of the office
- Answering inquiry calls, dispatching referral calls to Vector Control Officers daily
- Implemented and maintained a daily log/files for vector service request/complaint forms
- Educate customers regarding resources and provide referrals
- Provided administrative support to Program Directors and Staff daily
- Assisted Alameda County Animal Control Officers with animal laboratory reports
- Resolving complaints in order to build relationships

References Available Upon Request

Jessica Leavitt

EDUCATION University of Michigan, School of Information, Ann Arbor, MI
Masters of Science in Information, 1999

University of California, Hastings College of the Law, San Francisco, CA
Juris Doctor, 1997
Hastings International and Comparative Law Review, 1995-1996

Claremont McKenna College, Claremont, CA
Bachelor of Arts, American Studies 1992
National Merit Scholar

EXPERIENCE Adesso Group, Oakland, CA 6/05-present
Consultant
Provide strategic real estate consulting for local hospital.

State Bar of California, San Francisco, CA 9/03-8/05
Special Assistant to the Chief Trial Counsel
Assist Chief Trial Counsel in all aspects of Office activities, including: reporting to members of Board of Governors, the Legislature and other stakeholders; revising office policies and procedures; developing and implementing office strategic plan and performance measures; representing Chief Trial Counsel in meetings.

State Bar of California, San Francisco, CA 9/01-9/03
Deputy Trial Counsel/ Policy Analyst
Analyzed and developed policies and procedures affecting Office of the Chief Trial Counsel (OCTC). Assisted in developing strategic plans and systems to evaluate OCTC's workload and staffing. Made recommendations to Chief Trial Counsel regarding policy formulation and other changes. Represented OCTC.

Citizens Police Review Board (CPRB), Oakland, CA 10/99-8/01
Complaint Investigator
Investigated complaints against Oakland police officers. Presented results of investigation to civilian Board. Reported on activities of CPRB to Oakland City Council and Council committees as needed. Liaisoned with Oakland Police Department, Police Officers' Association and community groups to address stakeholder concerns. Organized policy hearing on issues relevant to CPRB.

Office of Senator Don Perata, Oakland, CA 4/99-9/99
Intern
Researched and resolved a wide range of constituent concerns. Helped create and manage a database for organization of a large community event.

Community Technology Centers' Network, Menlo Park, CA 8/98-12/98
Intern
Researched and developed outline for a model workforce training plan for use by community technology centers nationwide.

Community Networking Initiative, Ann Arbor, MI 8/97-12/98
Graduate Student Research Assistant
Researched, wrote and compiled content for, and organized structure of, large website dedicated to improving physical communities through electronic provision of information.

Folsom y Asociados, San Miguel de Allende, Mexico 6/96-8/96
Summer Associate
Researched and wrote legal memoranda. Interviewed clients in both Spanish and English and assessed cases.