



1 FRANK H. OGAWA PLAZA • 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Jerry Brown
Mayor

(510) 238-3141
FAX: (510) 238-4731
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Letter of Nomination

May 30, 2006

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

Dear Councilmembers:

Upon nomination of the Mayor, the following person is hereby appointed as a member of the following Board or Commission:

Commission on Aging

Trung Duy Nguyen, Mayoral appointment to the seat formerly held by James Grady with the term beginning 9/2/2004 and ending 9/1/2007.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

A large, stylized handwritten signature of Jerry Brown in black ink.

JERRY BROWN
Mayor



VIETNAMESE COMMUNITY DEVELOPMENT, INC. (VCDI)
(Formerly The Former Vietnamese Political Prisoners Mutual Assistance Association)
2519 International Boulevard, Oakland, CA 94601
Phone: (510) 436-5391, Fax: (510) 436-5289

ADVISORY BOARD:

Duc Thanh Tran
Luoc Thao Huynh
Phu Nguyen
Thanh Huu Tran
Thao Trong Tran
Thuc Vinh
Tral Chi Nguyen
Yen Ho

April 12, 2006

Tracy Jensen
Senior Services Administrator
City of Oakland Department of Human Services
150 Frank H. Ogawa, Suite 4340
Oakland, CA 94612

BOARD OF DIRECTORS:

Trung Duy Nguyen
President

Luyen Ba Le
Vice-President

Le Uong Hoang
Vice-President

Soan Pham
Secretary

Trieu Nguyen
Treasurer

An Phan
Bang Ngoc Pham
Be Nguyen
Chinh Minh Cao
Hien Nguyen
Tuyet Nguyen
Board Members

*VCDI is a public benefit non-profit
organization established since 1993.
Our EIN is 94-3245758.*

Dear Ms. Jensen

I read about the Mayor's Commission on Aging Flyer and the need to fill current two vacancies at the commission and hereby express my interest in joining the Commission on Aging of the City of Oakland.

I have been working with Vietnamese Seniors for the past 6 years; therefore I have experience on the service needs of the diverse population to the service of our senior citizen. In addition, as an Eligibility Technician of Alameda County Social Services Agency, I have extensive knowledge about Welfare programs, especially in Medi-Cal benefit; I think that I can be a helpful and useful member of the Commission on Aging of the City of Oakland.

I am looking forward to your consideration.

Sincerely,

Trung Duy Nguyen
President

TRUNG DUY NGUYEN

OBJECTIVE: To be appointed as a Commissioner of Commission on Aging of City of Oakland

SUMMARY OF QUALIFICATIONS

- A leader in the Vietnamese Community of the East Bay who takes pride of representing his community
- An active resident for 12 years with the County of Alameda and City of Oakland
- Extensive knowledge of Welfare programs, rules, regulations and resources
- Excellent customer services and intentional interviewing skills
- Self-directed, detail-oriented, creative problem-solver.
- Bilingual English/Vietnamese with extensive cross-cultural experience.

RELEVANT SKILLS & EXPERIENCE

Social Services

- Conduct face to face interview
- Determine eligibility for all Welfare programs such as: Medi-Cal, CalWORKS, Food Stamp and General Assistance.
- Maintain and follow up cases

Community Outreach

- Conducted social services needs assessment for the Vietnamese community in the East Bay
- Provided orientation, counseling, information referral, and practical living skills for new Vietnamese refugees and immigrants as they adjust to life in the United States.
- Served as liaison between Vietnamese community, Social Security Administration, Social Services Agency in SSI cross-cultural advocacy project.
- Provided job assessments and referrals for residents through Office of Public Works and local agencies.
- Collaborated and organized educational workshops for Oakland Vietnamese community groups regarding Welfare Reform, Public Safety, Alcohol & Drug Abuse, Leadership Training, CalWORKS Community Awareness, MediCal and Medicare.
- Interpreted and translated for clients while completing social service and social security applications, immigration forms and legal documents.
- Promoted, empowered and advocated minority and low-income Vietnamese residents to participate in Town Hall Meeting, Census 2000, Voters' Registration.

Office Support/Special Projects

- Answered multi-line phone system, screened and directed calls, conducted phone intake and follow-up.
 - Developed and maintained monthly reports and progress reports.
 - Used computers to write memos, letters, reports and generate mailings.
 - Performed daily office duties, such as scheduling and maintaining appointments, data entry, typing, filing, faxing and photocopying.
 - Coordinated and helped facilitate special events.
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WORK HISTORY

- Alameda County Social Services Agency Eligibility Technician III 7/1998 - Present
- Spanish Speaking Unity Council Community Organizer & Senior Outreach Coordinator 2/1996 – 6/1998
- Oakland Community Partnership Community Building Member 1/1995 – 12/1995
- East Bay Vietnamese Ass. Social Adjustment Counselor 1/1993 – 7/1994

EDUCATION

- Laney College, Oakland, CA ESL, English & Business 7/1993 – 12/1995
- Army Foreign Language School, Saigon, Vietnam English Comprehension Level 4/1992 – 12/1992
- University of Law and Science, Saigon, Vietnam Courses in Law and Science 7/1964 – 5/1968

RELEVANT COURSES & SPECIAL TRAINING

- Southeast Asia Action Resources Center, Washington, D.C. Leadership Training 2/2004
- National Immigration Forum, Washington, D.C. Strategic Communications Training 2/2003
- Alameda County Social Services Agency MediCal Induction Class 7/1998 – 12/1998
- City of Oakland The City Management Academy Spring 1997
- Naval Supply Center Oakland Foreign Supply Certificate 4/1973 – 7/1973

VOLUNTEER JOBS

- Vietnamese Community Development, Inc. President 5/2000 – Present
 - Community Development Board District 2, City of Oakland Director 10/2005 – Present
 - Community Development Board District 5, City of Oakland Director 10/2002 – 7-2005
 - Citizen Advisory Committee City of Oakland Member 10/2001 – 7/2002
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OAKLAND CITY COUNCIL

DRAFT

OFFICE OF THE CITY CLERK
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RESOLUTION No. _____ C.M.S.

2005 MAY 12 PM 1:21

RESOLUTION APPOINTING TRUNG DUY NGUYEN AS A MEMBER OF THE COMMISSION ON AGING

WHEREAS, Ordinance No. 9921 C.M.S. creates the Commission on Aging, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11773 C.M.S. specifies that members of the Commission on Aging are to serve three year terms, which are to be staggered so that some appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED, that by the nomination of the Mayor Jerry Brown, the following individual is hereby appointed to the term set forth below:

Trung Duy Nguyen, Mayoral appointment to the seat formerly held by James Grady with the term beginning September 2, 2004 and ending September 1, 2007.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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