

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

July 16, 2020

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

Dear President Kaplan and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

Community Police Advisory Board

Marla Williams, to the Community Policing Advisory Board, serving as the Mayoral representative for the term that began May 25, 2020 and ends May 24, 2023, filling the seat previously held by Courtney Welch.

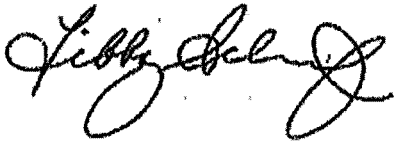
Carol Wyatt to the Community Policing Advisory Board, serving as the District Three representative for the term that began March 26, 2020 and ends March 25, 2023, filling the seat previously held by Akiba D. Bradford.

Kirby Thompson to the Community Policing Advisory Board, serving as the District Seven representative for the term that began March 25, 2020 and ends March 24, 2023, filling the seat previously held by himself.

Geraldine Wong, to the Community Policing Advisory Board, serving as the Neighborhood Watch Steering Committee representative for the term that began March 25, 2020 and ends March 24, 2023 filling the term previously held by herself.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Schaaf". The signature is written in a cursive, flowing style with a large, prominent loop at the end.

Libby Schaaf
Mayor

Profile

Marla

First Name

Williams

Last Name

Middle Initial

[Redacted]

[Redacted]

Street Address

Suite or Apt

OAKLAND

City

CA

State

94605

Postal Code

[Redacted]

Primary Phone

[Redacted]

Zogenix International

Employer

Associate Director Clinical Outsourcing

Job Title

Which Boards would you like to apply for?

Community Policing Advisory Board: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I am currently the 30x NCPC Chair and recently started the Havenscourt Neighborhood Association which I also Chair. I have been chosen to be the voice of the people for Arroyo Viejo, Havenscourt and Hegenberger Neighborhoods. I have been living in Oakland for over 20 year and recently purchased a home in East Oakland. I love Oakland, I always have and I knew that I would live here after graduating. I raised 2 daughters and I have 2 grandson and I want to see Oakland be a better place for them, my family and my friends and their families.

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

Marla_Williams_2020.doc

Upload a Resume

Please paste the text of your resume or curriculum vitae below.

MARLA WILLIAMS

[Redacted] PROFESSIONAL SUMMARY Over twenty-two years of professional experience in the biotechnology, healthcare and finance industries achieving progressively more responsible positions. Experience ranges from small start-up environment to large corporate structure. BIOTECHNOLOGY SUMMARY • Over fifteen years of clinical research experience in Phase I,II, III, IST's and Diagnostics studies • Global therapeutic experience in Neurology, Oncology, Diabetes, Arthritis, Cardiology, Asthma, Sleep and Pain • Vendor management: CRO, ECHO, ECG, Central Lab, IVRS,

Payment and various consultants • Clinical Vendor Management, Vendor Relations, Contract and Budget Negotiations • Clinical trial monitoring, regulatory and legal experience • Clinical documents review: protocols, consent forms, site regulatory documents & subject recruitment tools • Investigator Meeting and Ad Comm Meeting coordinating experience EXPERIENCE Zogenix, Inc., Emeryville, CA November 2015 to Current Associate Director, Clinical Outsourcing • Provide direction and expertise to the organization in the oversight and execution of key activities related to the outsourcing of clinical trials with an emphasis on service provider selection, contract negotiation, financial and relationship management of clinical service providers across multiple global clinical development studies and programs • Build and maintain vendor relationships • Research vendors regularly seeking innovation knowledge for vendor referrals to Clinical Operations. • Develop processes and manage clinical outsourcing activities within the Outsourcing group • Partner with Clinical Operations to create specifications for work to be outsourced; identify service providers based on capabilities, capacity, strategic fit, expertise, quality, performance and cost • Manage the request for proposal (RFP) process including service provider evaluation, bid defense process and selection • Work closely with Clinical Operations and Finance to manage Phase 3 program costs, accruals and forecast. • Manage clinical site contracts and budget process which includes, partnering with Compliance to ensure budget cost are not exceeding Fair Market Value. • Partner with Quality to ensure new vendor set-up and qualification. • Manage Sunshine reporting activities. • Act as operational lead for relationships with CRO's and key vendors • Developed and maintain a system for tracking contract status • Successfully developed and manage the Executive Level contract/budget approval process • Manage Outsourcing Associates and Outsourcing Assistant • Promoted from Sr. Clinical Outsourcing Manager Jazz Pharmaceuticals, Palo Alto, CA January 2015 to November 2015 Manager, Clinical Contracts & Outsourcing • Play an integral role in the execution of the company's clinical studies. • Develop budget forecasts for clinical projects. • Partner with legal and finance to write, review, amend, negotiate and close contracts. • Ensure vendor contracts are fair, equitable and enforceable. • Manage CRO site budget and contract negotiations for the Phase III global study. • Develop project tracking tools. • Manage selection process and develop strong relationships with vendors. • Prepare RFP, RFI and contract templates. • Negotiate CRO change orders and vendor service agreement amendments. • Review contract obligations in conjunction with clinical development. • Monitor vendor progress and performance to ensure goods and services conform to the contract requirements. • Notify vendors/partners/subcontractors formally where issues/special circumstances or breaches of contract have taken place and resolve disputes in a timely manner. • Assist with monthly accruals process. • Provide status updates and financial reporting for projects. • Ensure payments are consistent with the contract terms. • Develop and maintain departmental SOPs. ASTEX PHARMACEUTICALS, INC., Dublin, CA April 2013 to January 2015 Clinical Outsourcing Principal • Partner with the Clinical Project Manager and Clinical Trial Manager on all assigned clinical programs to support all outsourcing needs. • Manage budget negotiation and finalization of agreements for global trials and IST's with responsibility and accountability for final agreement execution. • Successfully negotiated budgets and contracts with CRO, vendors and clinical sites for Phase I and III studies. • Managed CRO change orders for Phase I and II studies. • Maintained vendor relationships related to studies and developed vendor relationships for potential future business. • Negotiate and develop budgets using iMedidata Grants Manager and iMedidata CRO Contractor. • Communicate with sites and vendors on any queries from the clinical team during the trial. • Ensure that fully executed clinical trial agreements are in place for scheduled site initiation. • Work closely with the Clinical Development to prepare study specific RFP's. • Provide vendor summary of costs and capabilities to Clinical Development for evaluation. • Coordinate and facilitate vendor response communications, vendor proposal review meetings and vendor bid meetings to ensure accurate proposal review and selection. • Initiate preparation of agreements and coordinate the establishment of an agreed upon work order. • Manage budget amendments related to CTA Amendments, site requested amendments and protocol amendments. • Ensure timely execution of amendments to avoid protocol deviations, term lapse or depletion of funds. • Review and approve vendor invoices for approval. • Review purchase order summaries with clinical team to ensure proper control of balances. • Provide status updates in project meetings. • Identify issues, and propose strategies to gain efficiencies, and increase quality within the outsourcing department. • Process site start-up, study close out, monthly accruals and visit payments using CTMS, IVRS and EDC systems. GENENTECH, INC., South San Francisco, CA November 2012 to April 2013 Contract Associate II • Draft contracts and confidentiality agreements based on vendor proposals, scope documents, RFPs etc. • Conduct compliant, thorough and appropriate assessment, analysis, drafting, review and issuance of assigned contractual documents while adhering to required timelines. • Regularly apply contract formation knowledge to independently address a variety of contract issues. • Negotiate the best contract terms possible for taking into consideration risk exposure and risk tolerance by the requesting department, with

guidance from GNE group manager and other contract associates. • Provide thorough information to contract requestors regarding final negotiated terms deviating from standard contract template terms and associated difference in risk exposure. • Work collaboratively, effectively and efficiently with all internal and external partners and stakeholders. • Provide internal stakeholders with information regarding department processes, procedures and contract development as requested. • Consistently adhere to contract and document tracking requirements. • Demonstrated experience in a customer service-related role. BIOMARIN PHARMACEUTICAL, INC. Novato, CA April 2012 to November 2012 Contracts Administrator II • Administered contract process, including: drafting contracts and related documents. • Ensured compliance with company contract policy. • Assisted attorneys during the negotiation process. • Maintained the Legal Department's document management system (both electronic and paper-based). • Acted as liaison between attorneys and contracting party legal department and organizing executed contracts. • Maintained and update company-wide contract tracking database for each assigned contract. • Responded to inquiries regarding contract obligations and revisions. • Provided communication and coordination of work flow between the Legal Department and other departments at BioMarin. • Managed the state licensing process to keep state licensing requirements up to date. BIOMARIN PHARMACEUTICAL, INC. Novato, CA April 2011 to April 2012 Business Unit Solutions Document Control Coordinator • Prepare and/or finalize forms, templates and other Clinical Development documents for inspection readiness. • Critically review and proof documents for format, content, and accuracy. • Follow standards for document approval, naming and formatting conventions, and version control of documents. • Schedule release of documents, so as to coordinate with training events and/or release of SOP/SOP updates, as needed. • Publish/archive controlled documents in central repository. • Provide/ensure appropriate notifications of new/modified documents to stakeholders. • Maintain links to controlled documents in eBooks (guidelines)/training, as applicable. • Trial Master File reconciliation. PRC Meeting Coordinator • Manage Protocol Review Committee Calendar. • Work with study team representatives to ensure documents (e.g. draft Protocol Concept, Synopsis, Protocol, Protocol Amendment and related reference materials) are provided to PRC members on time, per schedule. • Ensure that PRC Submission Forms and PRC Approval Forms are completed and archived, as appropriate. • Coordinate meeting space, catering and local and international dial in numbers. GENENTECH, INC., South San Francisco, CA April 2009 to April 2011 Clinical Trial Associate • Provides support for Phase I and II trials, including global trials, through study start-up, conduct and close out. • Communicates with sites regarding trial start-up, conduct, and close-out activities. • Collects and reviews regulatory documents from clinical sites. • Initiates, maintains, and reconciles Trial Master File. • Manages vendors; EDC, IVRS, CROs, central labs. • Organizes and maintains tracking systems and tools to support the conduct of a clinical study from start-up to close-out. • Maintains accurate tracking and reporting of study metrics using CMS (TrialWorks) or other Clinical Systems. • Coordinates communication of tracking information between Clinical Operations and vendors. • Manages and tracks study specific payments and clinical/non-clinical supplies. • Generates and reviews management reports from internal tracking systems at requested intervals. • Coordinates investigator meeting planning, including preparing meeting materials and on-site meeting implementation. • Collaborates with Clinical Trial Manager on the development of certain study specific plans and/or processes. DIOBEX, INC., San Francisco, CA July 2004 to March 2009 Sr. Clinical Research Associate/Regulatory Affairs Specialist (June 2007 to March 2009) Diobex, Inc. Sr.CRA Responsibilities: Held responsibilities 75% of time • Managed clinical trial operations. • Monitored clinical trials for Type I and Type II diabetes in accordance with FDA regulations. • Managed clinical vendors; CRO, central labs, and consultants. • Negotiated site contracts, managed study budgets and payments, tracked CRO, central laboratory and clinical site expenses. • Reviewed clinical documents: protocols, consent forms, site regulatory documents & subject recruitment tools. • Member of the clinical manufacturing, clinical operations and clinical research project teams. Diobex, Inc. Regulatory Responsibilities: Held responsibilities 25% of time, i.e. during submissions • Partnered with the Senior Director of Regulatory Affairs to prepare all regulatory submissions, annual reports, clinical study reports, and preclinical amendments. • Registered and maintained clinical information with Clinicaltrials.gov database. • Maintained Regulatory/Clinical Central Records files. • Reviewed regulations, guidance, industry publications, conference attendance to keep-up with regulatory environment. Diobex, Inc. Operations Manager (July 2004 to June 2007) • Negotiated contracts and budgets with all vendors including consultants, CRO, labs, brokers, merchant bank, printers, office supplies, and facilities. • Acted as Executive Assistant to the CEO, CFO, Vice President of Research and Vice President of Development. • Coordinated board meetings, investigator meetings, staff meetings, and travel. • Edited protocols, compiled clinical site binders and setup clinical operations filing system. • Supervised administrative staff. • Managed human resource functions: new employee payroll set-up, vacation

tracking, benefit enrollment/updates. • Processed/tracked invoices, prepared checks and wire transfers, monthly accruals, journal entries, prepared 1099's and yearly audits using Microsoft Great Plains and QuickBooks. • Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments. • Drafted, tracked and maintained nondisclosure agreements and contracts • Reviewed and approved invoices for payment. • Developed and maintained vendor relationships to keep study and office running smoothly. LEVI STRAUSS & CO., San Francisco, CA September 2001 to July 2004 Levi's Finance and Operations Analyst (January 2003 to July 2004) • Processed invoices, payment request, monthly accruals and journal entries. • Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments. • Identified and addressed finance & operations process improvement opportunities. • Supported the implementation and maintenance of the Levi's Strauss & Co. Learning Management System. • Evaluated training programs to ensure strategic alignment. • Managed the Tuition Reimbursement Program. • Delivered non-LS&Co. systems training. • Negotiated rates with production companies and training vendors. • Managed administrative staff. Levi's Training Coordinator (February 2001 to February 2003) Levi's Administrator to Director of Learning & Development (September 2001 to March 2002) WIT SOUNDVIEW, San Francisco, CA July 1999 to September 2001 Event Coordinator • Coordinated Private Capital roadshows, closing dinners, meetings, travel and employee events. • Negotiated contracts with hotels, restaurants, ground transportation and travel agents. • Prepared proposals. • Managed event calendar, travel coordination and expense reports for private capital team. • Maintained client database and tracked expenses for client billing. • Researched potential clients. ARTHUR ANDERSON, San Francisco, CA September 1998 to July 1999 Executive Assistant to Partners and the Vice President of Pacific Northwest Sales • Prioritized, segmented and distributed weekly prospect reports. • Designed PowerPoint presentations. • Coordinated sales meetings, tradeshow and travel. • Managed calendars for partners and management team. UNITED HEALTHCARE, San Francisco, CA August 1997 to September 1998 Sales Assistant/Sales Coordinator • Prepared sales proposals and monthly sales reports. • Organized broker appreciation functions, golf tournaments, enrollment meetings and health fairs. • Managed calendars, coordinated travel and prepared and monitored expense reports. • Assisted members, health benefit officers and brokers with health plan inquiries. EDUCATION: Bachelors of Science in Business Management University of Phoenix (expected completion 2020) Associate of Applied Science, Accounting Heald Business College 1992 AFFILIATIONS: Drug Information Association Regulatory Affairs Professional Society TRAINING: Clinical Statistics for Non-Statisticians – DIA 2008 US Regulatory Essentials – RAPS 2007 Fourteen Steps from Research to Development – DIA 2007 History of US Drug Regulation – DIA 2007

Please click the acknowledgement below.

Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

I Agree *

MARLA WILLIAMS

PROFESSIONAL SUMMARY

Over twenty-two years of professional experience in the biotechnology, healthcare and finance industries achieving progressively more responsible positions. Experience ranges from small start-up environment to large corporate structure.

BIOTECHNOLOGY SUMMARY

- Over fifteen years of clinical research experience in Phase I,II, III, IST's and Diagnostics studies
- Global therapeutic experience in Neurology, Oncology, Diabetes, Arthritis, Cardiology, Asthma, Sleep and Pain
- Vendor management: CRO, ECHO, ECG, Central Lab, IVRS, Payment and various consultants
- Clinical Vendor Management, Vendor Relations, Contract and Budget Negotiations
- Clinical trial monitoring, regulatory and legal experience
- Clinical documents review: protocols, consent forms, site regulatory documents & subject recruitment tools
- Investigator Meeting and Ad Comm Meeting coordinating experience

EXPERIENCE

Zogenix, Inc., Emeryville, CA

November 2015 to Current

Associate Director, Clinical Outsourcing

- Provide direction and expertise to the organization in the oversight and execution of key activities related to the outsourcing of clinical trials with an emphasis on service provider selection, contract negotiation, financial and relationship management of clinical service providers across multiple global clinical development studies and programs
- Build and maintain vendor relationships
- Research vendors regularly seeking innovation knowledge for vendor referrals to Clinical Operations.
- Develop processes and manage clinical outsourcing activities within the Outsourcing group
- Partner with Clinical Operations to create specifications for work to be outsourced; identify service providers based on capabilities, capacity, strategic fit, expertise, quality, performance and cost
- Manage the request for proposal (RFP) process including service provider evaluation, bid defense process and selection
- Work closely with Clinical Operations and Finance to manage Phase 3 program costs, accruals and forecast.
- Manage clinical site contracts and budget process which includes, partnering with Compliance to ensure budget cost are not exceeding Fair Market Value.
- Partner with Quality to ensure new vendor set-up and qualification.
- Manage Sunshine reporting activities.
- Act as operational lead for relationships with CRO's and key vendors
- Developed and maintain a system for tracking contract status
- Successfully developed and manage the Executive Level contract/budget approval process
- Manage Outsourcing Associates and Outsourcing Assistant
- Promoted from Sr. Clinical Outsourcing Manager

Jazz Pharmaceuticals, Palo Alto, CA

January 2015 to November 2015

Manager, Clinical Contracts & Outsourcing

- Play an integral role in the execution of the company's clinical studies.
- Develop budget forecasts for clinical projects.
- Partner with legal and finance to write, review, amend, negotiate and close contracts.
- Ensure vendor contracts are fair, equitable and enforceable.
- Manage CRO site budget and contract negotiations for the Phase III global study.
- Develop project tracking tools.
- Manage selection process and develop strong relationships with vendors.
- Prepare RFP, RFI and contract templates.
- Negotiate CRO change orders and vendor service agreement amendments.
- Review contract obligations in conjunction with clinical development.
- Monitor vendor progress and performance to ensure goods and services conform to the contract requirements.

- Notify vendors/partners/subcontractors formally where issues/special circumstances or breaches of contract have taken place and resolve disputes in a timely manner.
- Assist with monthly accruals process.
- Provide status updates and financial reporting for projects.
- Ensure payments are consistent with the contract terms.
- Develop and maintain departmental SOPs.

ASTEX PHARMACEUTICALS, INC., Dublin, CA

April 2013 to January 2015

Clinical Outsourcing Principal

- Partner with the Clinical Project Manager and Clinical Trial Manager on all assigned clinical programs to support all outsourcing needs.
- Manage budget negotiation and finalization of agreements for global trials and IST's with responsibility and accountability for final agreement execution.
- Successfully negotiated budgets and contracts with CRO, vendors and clinical sites for Phase I and III studies.
- Managed CRO change orders for Phase I and II studies.
- Maintained vendor relationships related to studies and developed vendor relationships for potential future business.
- Negotiate and develop budgets using iMedidata Grants Manager and iMedidata CRO Contractor.
- Communicate with sites and vendors on any queries from the clinical team during the trial.
- Ensure that fully executed clinical trial agreements are in place for scheduled site initiation.
- Work closely with the Clinical Development to prepare study specific RFP's.
- Provide vendor summary of costs and capabilities to Clinical Development for evaluation.
- Coordinate and facilitate vendor response communications, vendor proposal review meetings and vendor bid meetings to ensure accurate proposal review and selection.
- Initiate preparation of agreements and coordinate the establishment of an agreed upon work order.
- Manage budget amendments related to CTA Amendments, site requested amendments and protocol amendments.
- Ensure timely execution of amendments to avoid protocol deviations, term lapse or depletion of funds.
- Review and approve vendor invoices for approval.
- Review purchase order summaries with clinical team to ensure proper control of balances.
- Provide status updates in project meetings.
- Identify issues, and propose strategies to gain efficiencies, and increase quality within the outsourcing department.
- Process site start-up, study close out, monthly accruals and visit payments using CTMS, IVRS and EDC systems.

GENENTECH, INC., South San Francisco, CA

November 2012 to April 2013

Contract Associate II

- Draft contracts and confidentiality agreements based on vendor proposals, scope documents, RFPs etc.
- Conduct compliant, thorough and appropriate assessment, analysis, drafting, review and issuance of assigned contractual documents while adhering to required timelines.
- Regularly apply contract formation knowledge to independently address a variety of contract issues.
- Negotiate the best contract terms possible for taking into consideration risk exposure and risk tolerance by the requesting department, with guidance from GNE group manager and other contract associates.
- Provide thorough information to contract requestors regarding final negotiated terms deviating from standard contract template terms and associated difference in risk exposure.
- Work collaboratively, effectively and efficiently with all internal and external partners and stakeholders.
- Provide internal stakeholders with information regarding department processes, procedures and contract development as requested.
- Consistently adhere to contract and document tracking requirements.
- Demonstrated experience in a customer service-related role.

BIOMARIN PHARMACEUTICAL, INC. Novato, CA

April 2012 to November 2012

Contracts Administrator II

- Administered contract process, including: drafting contracts and related documents.
- Ensured compliance with company contract policy.
- Assisted attorneys during the negotiation process.
- Maintained the Legal Department's document management system (both electronic and paper-based).
- Acted as liaison between attorneys and contracting party legal department and organizing executed contracts.
- Maintained and update company-wide contract tracking database for each assigned contract.
- Responded to inquiries regarding contract obligations and revisions.

- Provided communication and coordination of work flow between the Legal Department and other departments at BioMarin.
- Managed the state licensing process to keep state licensing requirements up to date.

BIOMARIN PHARMACEUTICAL, INC. Novato, CA

April 2011 to April 2012

Business Unit Solutions Document Control Coordinator

- Prepare and/or finalize forms, templates and other Clinical Development documents for inspection readiness.
- Critically review and proof documents for format, content, and accuracy.
- Follow standards for document approval, naming and formatting conventions, and version control of documents.
- Schedule release of documents, so as to coordinate with training events and/or release of SOP/SOP updates, as needed.
- Publish/archive controlled documents in central repository.
- Provide/ensure appropriate notifications of new/modified documents to stakeholders.
- Maintain links to controlled documents in eBooks (guidelines)/training, as applicable.
- Trial Master File reconciliation.

PRC Meeting Coordinator

- Manage Protocol Review Committee Calendar.
- Work with study team representatives to ensure documents (e.g. draft Protocol Concept, Synopsis, Protocol, Protocol Amendment and related reference materials) are provided to PRC members on time, per schedule.
- Ensure that PRC Submission Forms and PRC Approval Forms are completed and archived, as appropriate.
- Coordinate meeting space, catering and local and international dial in numbers.

GENENTECH, INC., South San Francisco, CA

April 2009 to April 2011

Clinical Trial Associate

- Provides support for Phase I and II trials, including global trials, through study start-up, conduct and close out.
- Communicates with sites regarding trial start-up, conduct, and close-out activities.
- Collects and reviews regulatory documents from clinical sites.
- Initiates, maintains, and reconciles Trial Master File.
- Manages vendors; EDC, IVRS, CROs, central labs.
- Organizes and maintains tracking systems and tools to support the conduct of a clinical study from start-up to close-out.
- Maintains accurate tracking and reporting of study metrics using CMS (TrialWorks) or other Clinical Systems.
- Coordinates communication of tracking information between Clinical Operations and vendors.
- Manages and tracks study specific payments and clinical/non-clinical supplies.
- Generates and reviews management reports from internal tracking systems at requested intervals.
- Coordinates investigator meeting planning, including preparing meeting materials and on-site meeting implementation.
- Collaborates with Clinical Trial Manager on the development of certain study specific plans and/or processes.

DIOBEX, INC., San Francisco, CA

July 2004 to March 2009

Sr. Clinical Research Associate/Regulatory Affairs Specialist (June 2007 to March 2009)

Diobex, Inc. Sr. CRA Responsibilities: Held responsibilities 75% of time

- Managed clinical trial operations.
- Monitored clinical trials for Type I and Type II diabetes in accordance with FDA regulations.
- Managed clinical vendors; CRO, central labs, and consultants.
- Negotiated site contracts, managed study budgets and payments, tracked CRO, central laboratory and clinical site expenses.
- Reviewed clinical documents: protocols, consent forms, site regulatory documents & subject recruitment tools.
- Member of the clinical manufacturing, clinical operations and clinical research project teams.

Diobex, Inc. Regulatory Responsibilities: Held responsibilities 25% of time, i.e. during submissions

- Partnered with the Senior Director of Regulatory Affairs to prepare all regulatory submissions, annual reports, clinical study reports, and preclinical amendments.
- Registered and maintained clinical information with Clinicaltrials.gov database.
- Maintained Regulatory/Clinical Central Records files.
- Reviewed regulations, guidance, industry publications, conference attendance to keep-up with regulatory environment.

Diobex, Inc. Operations Manager (July 2004 to June 2007)

- Negotiated contracts and budgets with all vendors including consultants, CRO, labs, brokers, merchant bank, printers, office supplies, and facilities.
- Acted as Executive Assistant to the CEO, CFO, Vice President of Research and Vice President of Development.

- Coordinated board meetings, investigator meetings, staff meetings, and travel.
- Edited protocols, compiled clinical site binders and setup clinical operations filing system.
- Supervised administrative staff.
- Managed human resource functions: new employee payroll set-up, vacation tracking, benefit enrollment/updates.
- Processed/tracked invoices, prepared checks and wire transfers, monthly accruals, journal entries, prepared 1099's and yearly audits using Microsoft Great Plains and QuickBooks.
- Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments.
- Drafted, tracked and maintained nondisclosure agreements and contracts
- Reviewed and approved invoices for payment.
- Developed and maintained vendor relationships to keep study and office running smoothly.

LEVI STRAUSS & CO., San Francisco, CA

September 2001 to July 2004

Levi's Finance and Operations Analyst (January 2003 to July 2004)

- Processed invoices, payment request, monthly accruals and journal entries.
- Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments.
- Identified and addressed finance & operations process improvement opportunities.
- Supported the implementation and maintenance of the Levi's Strauss & Co. Learning Management System.
- Evaluated training programs to ensure strategic alignment.
- Managed the Tuition Reimbursement Program.
- Delivered non-LS&Co. systems training.
- Negotiated rates with production companies and training vendors.
- Managed administrative staff.

Levi's Training Coordinator (February 2001 to February 2003)

Levi's Administrator to Director of Learning & Development (September 2001 to March 2002)

WIT SOUNDVIEW, San Francisco, CA

July 1999 to September 2001

Event Coordinator

- Coordinated Private Capital roadshows, closing dinners, meetings, travel and employee events.
- Negotiated contracts with hotels, restaurants, ground transportation and travel agents.
- Prepared proposals.
- Managed event calendar, travel coordination and expense reports for private capital team.
- Maintained client database and tracked expenses for client billing.
- Researched potential clients.

ARTHUR ANDERSON, San Francisco, CA

September 1998 to July 1999

Executive Assistant to Partners and the Vice President of Pacific Northwest Sales

- Prioritized, segmented and distributed weekly prospect reports.
- Designed PowerPoint presentations.
- Coordinated sales meetings, tradeshow and travel.
- Managed calendars for partners and management team.

UNITED HEALTHCARE, San Francisco, CA

August 1997 to September 1998

Sales Assistant/Sales Coordinator

- Prepared sales proposals and monthly sales reports.
- Organized broker appreciation functions, golf tournaments, enrollment meetings and health fairs.
- Managed calendars, coordinated travel and prepared and monitored expense reports.
- Assisted members, health benefit officers and brokers with health plan inquiries.

EDUCATION:

Bachelors of Science in Business Management University of Phoenix (expected completion 2020)

Associate of Applied Science, Accounting Heald Business College 1992

AFFILIATIONS:

Drug Information Association

Regulatory Affairs Professional Society

TRAINING:

Clinical Statistics for Non-Statisticians – DIA 2008

US Regulatory Essentials – RAPS 2007

Fourteen Steps from Research to Development – DIA 2007

History of US Drug Regulation – DIA 2007

Profile

Carol Wyatt
First Name Middle Initial Last Name

[Redacted]

[Redacted]

Suite or Apt

Oakland
City

CA
State

94608
Postal Code

[Redacted]

Carol H. Williams Advertising Director of Talent, Diversity & Professional Services
Employer Job Title

Which Boards would you like to apply for?

Community Policing Advisory Board: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I have lived in the Clawson-McClymonds area since 2007. When I moved here, the area's crime rates were difficult to swallow. Drug Dealing, Gun Violence, Theft, were all rampant, as a property owner as well as a resident, I wanted to see changes in the community, while still respecting it's historical and community values. Working with West Oakland Neighbors, a community group that was long in existence, I became more active and then became Neighborhood Crime Prevention Council chair for Beat7x. We have watched our crime indices drop, by working with our area police officers, particularly our Crime Reduction Time and Community Resource Officers. I'm proud to say that for almost the past 10 years, I've been involved and have come to see our community clear up lots of its challenges, and in anticipation of a new grocery store being brought into our community (Community Foods Market at 3105 San Pablo Avenue). In the meantime, we are working for change. As a HUGE proponent to the Community Policing model, during a time when progressive change is upon us as it relates to our safety and community engagement with law enforcement, on a national level, I think that the work we've gotten done in our community, working with the police department staff assigned, including Annie Sloan and Felicia Verdin, Officer Karl Templeman, Captain Bobby Hookfin, Lieutenant Richard Vierra, Sgt. Anwawn Jones, Deputy Chief Leronne Armstrong, among others.

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

Carol Wyatt Resume April 2020.pdf
Upload a Resume

Please paste the text of your resume or curriculum vitae below.

Human

Resources/Diversity & Inclusion/Growth Consultant PROFESSIONAL COMPETENCIES Leadership Development Strengthen your leadership group's alignment to and delivery of your business goals and objectives. Talent Development Establish and/or improve the systems that enable your employees to grow and to contribute more fully to the business. Organization Development Improve the productivity and value of key elements of your organization. HR Strategic Planning Diversity and Inclusion • Employee Relations • Executive Coaching and Advisor • Leadership Skill Assessment & Building • Leadership Team Development, & Facilitation • Purpose-Deployment Leadership Development • Individual Performance Assessment & Planning • Personality Profile/Assessment • Staff Development/ Career Nurturing and Guidance • Succession Planning • Organization Building/Branding Assessment & Design • Creative Recruiting • Change & Transition Management • Work Process Improvement • Performance Management EMPLOYMENT HISTORY Carol H. Williams Advertising Agency - May, 2003 – Present Director of Talent, Diversity & Professional Services • In support of the President, CEO and Chief Creative Officer of the largest woman and minority owned creative advertising agency, with offices in five cities across the US, I am capable of managing and driving day-to-day operational and human capital initiatives supporting across-company business objectives; management of operational initiatives including talent information management, talent development; business certifications and opportunities under Federal and State and Local Small Business liaison (MWBE) to move business forward using research, collaboration and all available tools. Areas of responsibilities include, but not limited to: leaseholds and infrastructure management, legal compliance (Workman's Comp, ADA, FMLA); fringe benefits and retirement plan selection, maintenance of database of talented FTE and Contractor network to successfully service all clients. • Experienced Senior Human Resource Generalist supporting management to assess current competitive recruiting trends, identifying talent capable of providing the highest levels of client service. Develops and improve business quality-of-life processes, promoting the service of a happy and productive employee population; produces outstanding results in fast-paced, highly competitive industry. Keen instinctive management ability, blended with strategic vision, organizational development, strong communicator and development of innovative techniques for strategic initiatives, managed to attract targeted staffing audience and maintain a talent pool consisting of diverse ethnic cultures within the creative industry. Provide executive leadership and oversight management of recruiting, training and development budgets, trade show and promotional activities. Serve as employment laws liaison and resource investigator, sexual harassment, workplace hostility and all other state and federal policy mandate. • A strategic business partner with a solid track record of achievement in translating business plans into actionable, effective and practical and HR strategies. A hands-on manager; capable executor and communicator of business goals developing corporate cultures and supporting management teams for successful models in creative advertising for success and balancing within a creative environment. Business operational support of advertising talent at all levels and disciplines (account services, creative, production, research, event/experiential, operations, finance and administration). Implementation and administration of cross-business department recruitment; negotiator of contractors and compensation programs; management oversight of regulatory processes, including implementation of cost-effective recruitment strategies to attract highly-qualified and diverse candidates, identification of innovative ways to attract talent and maintain competitive edge in highly competitive and creative environment. Key Accomplishments: Carol Wyatt

Human Resources/Diversity &

Inclusion/Growth Consultant • Within 4-months after hire, we recruited and hired key employees for a new Chicago location, building the foundation for the extraordinarily successful operation to service a mid-west based client, while maintaining industry recognition as a sought-after place to work, particularly for women, minorities and LGBTQ talent. Sourced and actively participated in the development of candidates from competing agencies without "poaching" by creating a recruitment environment that encouraged current employees to participate in creation (investment) of the work environment, as well as development of a successful internal interning/mentoring program that supported the development of creative and non-creative staffing, capable of going outside of the Agency and securing successful employment and diverse mentoring relationships within our industry recruiting resources, including educational institutions, community development organizations and youth-to-adult work pathways. • Marketed and developed benefits programs to provide base benefits for the small group market to the large group market, incorporating additional plan benefits in the areas of cafeteria plans savings, providing better

quality-of-life tools to the organization. Spearheaded the cost-benefit analysis to management on how to provide benefits to employees while saving money and balanced a pass-along cost savings benefit structure to management, successfully saving the company \$1.3 million annually. • Reduced Workman's Compensation Claims by incorporating Wellness Programs and partnering with Occupational Healthcare Specialists to develop rehabilitation program balanced with telecommuting capabilities so employees could work on-site or off yet stay engaged and motivated and return to work healthier and work-ready; implemented work equipment change programs to reduce claims of on-site illnesses (ergonomic overhaul). • Developed initiatives and served as change agent to garner management trust among senior level managers to introduce a larger creative agency HR process to the organization; targeted goals were met to maintain professional standards supporting organizational organic growth, without compromising creative sensitivity and balance (small company feel with a large headcount). • Developed the "Green On-Boarding" program, taking new hire education and benefits program eligibility applications and employee new enrollment and on-boarding to an online environment. Helped support the multi-generational employee population keeping them abreast and aware of benefit programs and other education tools while minimizing cost in areas of employee management and training.

kirshenbaum bond & partners west
January 1998 – May 2003 Human Resources Manager/Office and Facilities Manager • Blended role of HR/ Office and Facilities Management, supporting NY based creative advertising agency, working in its newly opened San Francisco office. My diverse reported to the Chief Financial Officer in New York and the Managing Partner/General Manager in San Francisco. I was hired in New York and relocated to San Francisco in late 1997 to manage the office and hiring of staff of a San Francisco advertising agency. • Responsible for working on long-term business expansion, identifying staff (globally) development of staff, processes and policy training, coordination of facilities, operations and maintenance, administrative and supervisory support. Areas of expertise included: HR management, facilities, office administration and employee services, State and Federal Compliance and oversight manager for all federal and state laws in all areas, including Cal/OSHA. • Benefits Director, responsibilities include development of competitive healthcare and fringe benefit programs (medical/dental/vision, 401(k), FMLA/CFRA and leaves management. Employee Relations (Employee Programs and creation of an internal mediation program); Immigration Coordination (including securing H1B/O1 and J1 visas with immigration counsel support); Relocation Management (supporting relocation services). Compliance of ADA/FMLA/CFRA, Wage and Hour and working with outside counsel, developed and implemented programs for a safer and welcoming business environment. I am currently a member of THREAD/SF. an organization comprised of Human Resource Professionals in Advertising in San Francisco Bay Area. utilizing areas in common of our business, including recruitment, models of benefits and business plans and shared industry guidelines that attract similar background and educated talent. Prior to hiring a local CFO, I served as Financial Administrator locally for the CEO and SVP/CFO in New York Office. Working with SF real estate community to identify our new business home. We relocated to a 41,000 sq. ft. SOMA facility. I recruited and identified design/architect firm, project managed, and supervised a move of over 100 employees. I also managed all technology (telephone/computer equipment), including servers, supervised remotely, from NY including troubleshooting failed systems and providing desktop support for clients. A & D Display Company, Inc. August 1996- December 1997 Self-Employed Vice President/Chief Operating Officer for visual merchandise and point-of-purchase display manufacturer, with operating revenues of \$750k. Clients included high-end fashion retail companies (Saks Fifth Avenue, Gucci, Cole-Carol Wyatt [REDACTED] (mobile) Human Resources/Diversity & Inclusion/Growth Consultant Haan, Macy's Herald Square and Macy's Union Square, Salvatore Ferragamo, Burberry's Tag Hauer and General Motors) and focus of company involved marketing custom manufactured advertising products to induce retail product sales, business planning, and specialty product line promotions. Corporate administrative responsibilities included office administration, business development planning, maintenance of client project accounts, administration of national campaign roll-out shipments for retail fragrance and cosmetic accounts, meeting and event planning with the national corporate visual manager for department stores, staff and HR administration; finance administration, management of venture capital partners and corporate financing and loans, set-up and maintenance of vendor credit accounts, client billing and receivable collections. April 1988 - August 1996 Wolff New Media LLC, New York/Kay Collyer & Boose, LLP, New York Administrative Director for a leading provider of information about the Internet and emerging Net culture, media pundit, Michael Wolff (author of Fire and Fury – Inside Donald Trump's White House). Direct report to SVP Legal and Business Affairs and CFO. Work with SVP Legal Affairs managing the business for publishing division of Wolff New Media publications (managed through the legal firm of Kay Collyer & Boose, LLP). Titles include NetGuide, NetTravel, NetTrek, NetMusic, and other Random House Electronic Publishing titles. Once Wolff New

Media LLC received private funding, we moved to new offices at 530 Madison Avenue, New York, NY. My administrative duties included recruiting staff personnel with experience in web-related art direction and programming/production, copywriting, research. My primary responsibilities were as human resource director/administrator, vendor account management, liaison with facility management on real estate and building services, and supervisor in the areas of financial and database management. Worked closely with Director of Public Relations arranging press conferences and event planning for book releases and online seminars. EDUCATION and PROFESSIONAL ASSOCIATIONS Long Island University, Brooklyn, NY B.S. Business Administration 1986 American Association of Advertising Agency Human Resource Committee Member Western Region - 2001 to Present HOBBIES AND INTERESTS Regional and International Travel, Cooking, Reading, Creative Writing and Popular Culture; Community Leader in the Clawson-McClymonds-Dogtown community/neighborhood of West Oakland, California, Crime Prevention Chair, serving on the ad-hoc board of The Crucible and working with elected officials, state and local government agencies and representatives on issues ranging from homelessness, citizen activism and community renewal. I also manage a side hustle business, The HR Genius. The HR Genius supports small and emerging companies, freeing business owners to manage the business without the drama that comes with managing employees. I provide soup to nuts or ala carte needs business owners to seek; improving diverse and inclusive environments within the organization, assess the quality of life for enjoyment in coming to work each day. Specialized areas of engagement include: employee relations, legal compliance, organizational development life balance and events, corporate climatologist (making sure the workspace is motivational and drama-reduced by identifying factors that create negative work environments) and provide strategic thought leadership to engage business to create and develop structures to strengthen and motivate employees for long-term success and happiness at work. Nothing makes me happier than to know folks love working where I provide and manage HR.

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I Agree *

Carol Wyatt

Human Resources/Diversity & Inclusion/Growth Consultant PROFESSIONAL COMPETENCIES

Leadership Development

Strengthen your leadership group's alignment to and delivery of your business goals and objectives.

- HR Strategic Planning
- Diversity and Inclusion
- Employee Relations
- Executive Coaching and Advisor
- Leadership Skill Assessment & Building
- Leadership Team Development, & Facilitation
- Purpose-Deployment Leadership Development

Talent Development

Establish and/or improve the systems that enable your employees to grow and to contribute more fully to the business.

- Individual Performance Assessment & Planning
- Personality Profile/Assessment
- Staff Development/ Career Nurturing and Guidance
- Succession Planning

Organization Development

Improve the productivity and value of key elements of your organization.

- Organization Building/Branding Assessment & Design
- Creative Recruiting
- Change & Transition Management
- Work Process Improvement
- Performance Management

EMPLOYMENT HISTORY

Carol H. Williams Advertising Agency - May, 2003 – Present

Director of Talent, Diversity & Professional Services

- In support of the President, CEO and Chief Creative Officer of the largest woman and minority owned creative advertising agency, with offices in five cities across the US, I am capable of managing and driving day-to-day operational and human capital initiatives supporting across-company business objectives; management of operational initiatives including talent information management, talent development; business certifications and opportunities under Federal and State and Local Small Business liaison (MWBE) to move business forward using research, collaboration and all available tools. Areas of responsibilities include, but not limited to: leaseholds and infrastructure management, legal compliance (Workman's Comp, ADA, FMLA); fringe benefits and retirement plan selection, maintenance of database of talented FTE and Contractor network to successfully service all clients.
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kirshenbaum bond & partners west

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Carol Wyatt

Human Resources/Diversity & Inclusion/Growth Consultant

Haan, Macy's Herald Square and Macy's Union Square, Salvatore Ferragamo, Burberry's Tag Hauer and General Motors) and focus of company involved marketing custom manufactured advertising products to induce retail product sales, business planning and specialty product line promotions. Corporate administrative responsibilities included office administration, business development planning, maintenance of client project accounts, administration of national campaign roll-out shipments for retail fragrance and cosmetic accounts, meeting and event planning with national corporate visual manager for department stores, staff and HR administration; finance administration, management of venture capital partners and corporate financing and loans, set-up and maintenance of vendor credit accounts, client billing and receivable collections.

April 1988 - August 1996

Wolff New Media LLC, New York/Kay Collyer & Boose, LLP, New York

Administrative Director for leading provider of information about the Internet and emerging Net culture, media pundit, Michael Wolff (author of Fire and Fury – Inside Donald Trump's White House) . Direct report to SVP Legal and Business Affairs and CFO. Work with SVP Legal Affairs managing the business for publishing division of Wolff New Media publications (managed through the legal firm of Kay Collyer & Boose, LLP). Titles include NetGuide, NetTravel, NetTrek, NetMusic and other Random House Electronic Publishing titles. Once Wolff New Media LLC received private funding, we moved to new offices at 530 Madison Avenue, New York, NY. My administrative duties included recruiting staff personnel with experience in web related art direction and programming/production, copywriting, research. My primary responsibilities were as human resource director/administrator, vendor account management, liaison with facility management on real estates and building services and supervisor in the areas of financial and database management. Worked closely with Director of Public Relations arranging press conferences and event planning for book releases and online seminars.

EDUCATION and PROFESSIONAL ASSOCIATIONS

Long Island University, Brooklyn, NY

B.S. Business Administration 1986

American Association of Advertising Agency
Human Resource Committee Member
Western Region - 2001 to Present

HOBBIES AND INTERESTS

Regional and International Travel, Cooking, Reading, Creative Writing and Popular Culture; Community Leader in the Clawson-McClymonds-Dogtown community/neighborhood of West Oakland, California, Crime Prevention Chair, serving on the ad-hoc board of The Crucible and working with elected officials, state and local government agencies and representatives on issues ranging from homelessness, citizen activism and community renewal. I also manage a side hustle business, The HR Genius. The HR Genius supports small and emerging companies, freeing business owners to manage the business without the drama that comes with managing employees. I provide soup to nuts or ala carte needs business owners seek; improving diverse and inclusive environments within the organization, assess quality of life for enjoyment in coming to work each day. Specialized areas of engagement include: employee relations, legal compliance, organizational development life balance and events, corporate climatologist (making sure the work space is motivational and drama-reduced by identifying factors that create negative work environments) and provide strategic thought leadership to engage business to create and develop structures to strengthen and motivate employees for long-term success and happiness at work. Nothing makes me happier than to know folks love working where I provide and manage HR.

Profile

Kirby _____ D _____ Thompson _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____
Street Address Suite or Apt

Oakland _____ CA _____ 94621
City State Postal Code

_____ _____
Primary Phone Alternate Phone

Hydrapak _____ Warehouse Manager _____
Employer Job Title

Which Boards would you like to apply for?

Community Policing Advisory Board: Appointed

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

Dear Sir or Madam: This letter is to introduce myself and to let you know of my interest in filling the CPAB Board position. As a resident of Oakland I have been very active in contributing my time and effort in making this city a better place to reside. Since 2016, I have held the position of Co-Chair for the Neighborhood Crime Prevention Council/NCPC Beat 33/34, active participant in the Councilmember Reid leadership meeting, graduate of the Citizens Police Academy-38th class, an active member of the Citizens Police Academy Alumni Assoc. I have also hosted, National Neighborhood Night Out for the past four years. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and dedication. I am confident that my skills will be an asset and have a favorable impact in your organization. I look forward to hearing from you in the near future. Thank you for your time. Sincerely, Kirby Thompson

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

KT_ship.rec.doc
Upload a Resume

Please paste the text of your resume or curriculum vitae below.

Please click the acknowledgement below.

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I Agree *

KIRBY THOMPSON

SUMMARY

Material Handler with a proven track of meeting shipping targeted times and receiving with accuracy to meet business needs. Achieved corporate objectives with minimum supervision through creativity, work ethic, and expertise in:

Shipping • Receiving • Warehouse Management Systems

PROFESSIONAL EXPERIENCE

HydraPak (March 2015 –Present)

Warehouse Management

- Control and Manage Inventory
- Supervise warehouse employees and oversee daily operations
- Perform general maintenance of warehouse machinery
- Inspect condition of tools and equipment
- Enforce all company rules and regulations
- Provide top tier customer service

TAP Plastics (October 2012- March 2015)

Sales Associate

Provided practical solutions for replacing glass with acrylic by listening to the customer's needs, sharing relevant product knowledge, and answering questions.

- Created and helped design acrylic boxes and templates for customers
- Key holder
- Received and Shipped acrylic products domestically
- Cash handling

Trader Joe's (March 2011-January 2013)

Customer Service

Created a fun, warm, and friendly shopping experience for customers by sharing product knowledge, answering questions, and offering suggestions.

- Performed cashier responsibilities
- Operated electric pallet jack
- Responsible for warehouse receiving and stocking
- Demonstrated food product displays
- Conducted inventory audits
- Replenished inventory/Order Writer

Volt Workforce Solutions (May 2010-July 2012)

Continue Education of the Bar (CEB-University of CA Berkeley)

Prepared law books and other laws products for shipping. Received and inspected returned products for proper account credit

- Received and shipped law books and law products
- Utilized Warehouse Management System for shipping accuracy

Thompson Gourmet Food (December 2006-December 2009)

Owner

Provided customer information about healthy food options through food shows. Partnered with the Texas Department of Agriculture and other local vendors.

- Knowledge of Texas Food Health Code
- Shipped and Received gourmet food products for food shows

Currie Contract (February 2002-November 2006)

KIRBY THOMPSON

Installer Assistant

- Delivered and assist with installations of major kitchen appliances
- Shipped and received major kitchen appliances
- Provided excellent customer service

Sears (August 1994-August 2004)

Sales Associate

Provided customer with the assistance needed to purchase a major kitchen appliance

- Trained on various major kitchen appliances
- Sold major kitchen appliances on commissioned wages
- Met or exceeded monthly sales goals
- Open new charge accounts

San Francisco Marriott Hotel (August 1989-August 1993)

Banquet Houseman

- Delivered special event layouts for special events
- Set up ballrooms for special events in a timely manner

COMPUTER SKILLS

- Point of Sale Systems
- Warehouse Management Systems
- Microsoft Excel
- Microsoft Word

EDUCATION

City College of San Francisco

Coursework towards an Associate in Arts degree in Psychology

CERTIFICATIONS

Food Safety Manager

Forklift Operator

MILITARY EXPERIENCE

United States Navy (1984-1990)

Honorable Discharge



Profile

Geraldine M Wong
First Name Middle Initial Last Name

[Redacted] Email Address

[Redacted] Street Address Suite or Apt

Oakland CA 94619
City State Postal Code

[Redacted] Primary Phone [Redacted] Alternate Phone

retired
Employer Job Title

Which Boards would you like to apply for?

Community Policing Advisory Board: Appointed

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I am currently co-chair of an NCPC and also serving on the Neighborhood Watch Steering Committee; in addition to being a member of the Citizens Police Academy Alumni Association (CPAAA). Being involved in these organizations has provided me with information and a unique perspective on the problems neighborhoods face on an on-going basis to create and sustain successful quality of life issues, especially as it pertains to cooperation between residents and the Oakland Police Department

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

Resumé B.docx
Upload a Resume

Please paste the text of your resume or curriculum vitae below.

[Empty text area for pasting resume text]

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Résumé

Geraldine (Jerry) Wong



Experience

Records Management

Developed and implemented retention schedules, filing systems, records center management, conversion of paper files to microfilm and digital media; developed and implemented policy, procedures, manuals and training modules

Office Administration

Develop policy and procedures for reception, switchboard, mail room, courier services, kitchen maintenance, supplies and inventory; office reassignments and office renovations

Safety and Disaster Prevention and Recovery

Promoted training in first aid, CPR/AED, protocols in building evacuation and alternate site assembly, personal preparation for disasters at home and the office.
Working in concert with IT, developed the Business Continuity program.

Volunteer activities:

Currently a volunteer instructor with CORE, Oakland OES.
Coordinator for implementing website for church.
Developing procedure for converting church records to digital media for long-term storage.
Committee member for church renovation for 100th anniversary.

Education

B.S., Earth Sciences, California State University of Hayward

Past Employers

Neighborhood Housing Services of America, Oakland
Stanford Research Institute, Menlo Park
Morrison Knudsen Engineers, San Francisco
Earthquake Engineering, San Francisco
Cutter Laboratories (Bayer), Berkeley

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF MARLA WILLIAMS AND CAROL WYATT, AND REAPPOINTMENT OF KIRBY THOMPSON, AND GERALDINE WONG AS MEMBERS OF THE COMMUNITY POLICING ADVISORY 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, Resolution No. 72727 C.M.S., adopted June 11, 1996 and amended by Resolution No. 73916 C.M.S., adopted November 4, 1997, which changed the body's status from a Task Force to a Board, establishes that the Community Policing Advisory Board shall oversee, monitor and report at least twice yearly and provide recommendations on community policing to the Mayor, City Council, City Manager, and director of Police Services; and

WHEREAS, the Community Policing Advisory Board consists of fifteen (15) members, all Oakland residents, serving three-year terms, three appointed by the Mayor, one by each Councilmember, one by the Oakland Housing Authority, one by the Oakland Unified School District Board, and two by the Home Alert Steering Committee; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed **Marla Williams** and **Carol Wyatt**, and reappointed **Kirby Thompson**, and **Geraldine Wong** upon the recommendation of the corresponding councilmembers, to serve the three-year terms; now therefore be it

RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of:

Marla Williams to the Community Policing Advisory Board to complete the three-year term, as the mayoral representative, that began May 25, 2020 and ends May 24, 2023, filling the seat previously held by Courtney Welch.

Carol Wyatt, to the Community Policing Advisory Board to complete the three-year term, as the District Three representative, that began March 26, 2020, and ends March 25, 2023, filling the seat previously held by Akiba D. Bradford.

Kirby Thompson, to the Community Policing Advisory Board to complete the three-year term, as the District Seven representative, that began March 25, 2020 and ends March 24, 2023, filling the seat previously held by himself.

Geraldine Wong, to the Community Policing Advisory Board to complete the three-year term, as the Neighborhood Watch Steering Committee representative, that began March 25, 2020 and ends March 24, 2023, filling the seat previously held by herself.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
Acting City Clerk and Clerk of the
Council of the City of Oakland, California