

OFFICE OF THE CITY CLERK
OAKLAND

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CITY OF OAKLAND



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

Office of the Mayor
Honorable Libby Schaaf
Mayor

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

Letter of Appointment

November 9, 2016

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

Dear President Gibson McElhaney and members of the City Council:

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

COMMUNITY POLICING ADVISORY BOARD

Michelle Martin, Mayoral appointment to serve as the District 7 representative for the term beginning March 25, 2015 and ending March 24, 2018, filling the seat previously held by Derrick Bulls.

Thank you for your assistance in this matter.

Sincerely,

A large, stylized handwritten signature in black ink, which appears to be "Libby Schaaf".

Libby Schaaf
Mayor

Profile

Michelle

First Name

Martin

Last Name

Middle Initial

Email Address

Street Address

Suite or Apt

Oakland

City

CA

State

94603

Postal Code

Home:

Business:

Primary Phone

Alternate Phone

Employer

Job Title

Which Boards would you like to apply for?

Community Policing Advisory Board

Interests & Experiences

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

I'm currently the Las Palmas Community Group Vice President. I enjoy working with the community, keeping them informed, and bringing neighbors together.

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.

MichelleMartinConsultant.pdf

Upload a Resume

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

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 *

MICHELLE MARTIN

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SUMMARY

I have been instrumental in SharePoint migrations (2007 to 2010) and (2010 to 2013). I have thorough experience gathering business requirements, planning and building out-of-the-box and custom solutions, creating test scripts, and running UAT. My SharePoint experience includes creating permission based workflows, customized approval workflows, incorporating business processes in SharePoint, creating libraries and lists for document collaboration, document management and tracking purposes.

CAREER HIGHLIGHTS

- Successfully managed and completed multiple concurrent projects
- Established long-term business relationships
- Increased SharePoint end-user understanding, productivity, and site usage
- Selected by executive management as a core team member for an international enterprise-wide software implementation
- SharePoint 2003-2013 experience
- Office 365/SharePoint 2013 & 2016 experience

TECHNICAL EXPERTISE

Microsoft Environments: Microsoft Office, SharePoint WSS, MOSS 2007, SharePoint Server 2010, SharePoint Designer 2007-2013, InfoPath 2007-2013, Office 365, SharePoint Online 2013

Web Development: HTML, Basic CSS, XML, XSLT, Basic JavaScript

PROFESSIONAL EXPERIENCE

Quick Start Support, Oakland, CA

Microsoft Office 365 SharePoint Consultant/Analyst – 2006 – Present

- Plan, organize, implement, administer, and provide end-user support for small and large businesses
- Work closely with businesses to gather requirements for site creation and design
- Organize and structure sites and information effectively for user community
- Identify excessive site complexity and suggest streamlined alternatives
- Liaise with system stakeholders to align with governance and best practices
- Identify and implement document management efficiencies
- Establish SharePoint taxonomy design leveraging metadata
- Establish SharePoint best practices
- Update browser forms via InfoPath and SharePoint Designer
- Develop SharePoint Designer workflows to streamline processes
- Provide end-user support and fulfill intranet SharePoint website change requests
- Create SharePoint Learning Center for end user quick reference and to compliment end user support

Almond Board of California, Milpitas, CA

SharePoint Administrator/Analyst – 2/16 – Present (Part-time)

- Co-lead in SP 2007 migration to Office 365
- Lead in organization, administration, and end-user support for both department and team sites
- Work closely with business units to gather requirements for site creation and design
- Organize and structure sites and information effectively for user community
- Identify excessive site complexity and suggest streamlined alternatives
- Liaise with system stakeholders to align with governance and best practices
- Identify and implement document management efficiencies
- Establish SharePoint taxonomy design leveraging metadata
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- Update browser forms via InfoPath and SharePoint Designer
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- Provide end-user support and fulfill intranet SharePoint website change requests
- Create SharePoint Learning Center for end user quick reference and to compliment end user support

Environments: Office 365, SharePoint 2007 Enterprise, SharePoint Designer 2007 & 2013, InfoPath 2007 & 2010

ZS Pharma., San Mateo, CA

SharePoint System Analyst – 1/16 to 6/16

- Office 365 lead in organization, administration, and end-user support for both department and team sites
- Worked closely with business units to gather requirements for site creation and design
- Organized and structured sites and information effectively for user community
- Identified excessive site complexity and suggested streamlined alternatives
- Liaised with system stakeholders to align with governance and best practices
- Identified and implemented document management efficiencies
- Established SharePoint taxonomy design leveraging metadata
- Established SharePoint best practices
- Updated browser forms via InfoPath and SharePoint Designer
- Developed SharePoint Designer workflows to streamline processes
- Provided end-user support and fulfill intranet SharePoint website change requests
- Created and published SharePoint pages with custom actions and specified design utilizing HTML and basic JavaScript
- Created Legal Compliance InfoPath forms and SharePoint Designer workflows based on the legal request process
- Created SharePoint Learning Center for end user quick reference and to compliment end user support

Achievements

- Managed and completed projects
- Successfully redesigned and reformatted SharePoint intranet pages

- Provided excellent and efficient end-user support
- Increased end-user productivity by incorporating SharePoint within the business processes
- Increased end-user knowledge through effective training, governance, and best practices
- Managed and completed projects within established timeframes

Environments: Office 365, SharePoint Designer 2010-2013, HTML 5, CSS, Basic JavaScript

Intuit Inc., Mountain View, CA

SharePoint System Analyst – 2/14 to 8/15

- Managed HR corporate intranet sub-sites
- SharePoint lead in organization, administration, and end-user support for both intranet and team platforms
- Worked closely with business units to gather requirements for portal page design and site creation for both intranet and team platforms
- Organized and structured sites and information effectively for user community
- Identified excessive site complexity and suggest streamlined alternatives
- Liaised with development team and the SharePoint Site Management Service to align with governance and best practices
- Identified and implemented document management efficiencies
- Established SharePoint taxonomy design leveraging metadata
- Established SharePoint best practices
- Updated browser forms via InfoPath and SharePoint Designer
- Developed SharePoint Designer workflows to streamline processes
- Provided end-user support and fulfill intranet SharePoint website change requests
- Created SharePoint Designer workflows to streamline processes
- Created and published SharePoint pages with custom actions and specified design utilizing HTML and basic JavaScript

Achievements

- Managed and completed projects
- Successfully redesigned and reformatted SharePoint intranet pages
- Provided excellent and efficient end-user support
- Increased end-user productivity by incorporating SharePoint within the business processes
- Increased end-user knowledge through effective training, governance, and best practices
- Managed and completed projects within established timeframes

Environments: SharePoint Enterprise 2010, SharePoint Designer 2010-2013, Office 365, SharePoint 2013 On-Premise, MS Office Suite 2010, Dreamweaver, Photoshop CC 2015, InfoPath 2010-2013, Remedy, Salesforce, HTML 5, CSS, Basic JavaScript

McKesson, San Francisco, CA

SharePoint Production Specialist – 2/14 to 3/14 and 4/15 to 5/15

- Responsible for managing policy-related content on McKesson's Corporate intranet

MICHELLE MARTIN

- Created and updated SharePoint intranet pages and content in compliance with the McKesson brand, governance and usability standards
- Updated browser forms via SharePoint Designer
- Created and published SharePoint pages with custom actions and specified design utilizing HTML and basic JavaScript

Achievements

- Successfully redesigned and reformatted SharePoint intranet pages

Environments: SharePoint Enterprise 2010, SharePoint Designer 2010, MS Office Suite, Dreamweaver, CSS, Basic .Net Development, Basic JavaScript

CISCO, San Jose, CA

SharePoint Data Analyst – 5/13 to 10/13

- Performed usage analysis on 41 site collections (5,400+ sites)
- Maintained project schedule to complete analysis by project end date
- Worked closely with business units to gather requirements and business use cases for site collection retention and to decommission inactive sites
- Provided end-user support
- Communicated SharePoint best practices

Achievements

- Successful project completion

Environments: SharePoint Server 2007, SharePoint Designer 2007, MS Office Suite, HTML, InfoPath 2007

Intuit Inc., Mountain View, CA

SharePoint System Analyst – 8/12 to 8/13

- Led SharePoint organization, administration, and end-user support for both the Legal intranet and team platforms
- Provided high level support of site collections consisting of multiple sub-sites and pages
- Worked closely with business units to gather requirements for portal page design and site creation for both intranet and team platforms
- Established SharePoint best practices
- Implemented end-user adoption strategy and governance standards
- Updated browser forms via InfoPath
- Provided end user training
- Provided end-user support and fulfilled intranet SharePoint website change requests
- Created, customized, and maintained web parts for both intranet and team platforms
- Created and published SharePoint pages with custom actions and specified design utilizing HTML and basic JavaScript

Achievements

- Reorganized site collection within project time constraints
- Increased end-user knowledge through effective training, governance, and best practices
- Successful project completion

Environment: SharePoint Server 2007, SharePoint Enterprise 2010, SharePoint Designer 2007-2010, MS Office Suite, HTML, InfoPath 2007-2010

Chevron Corporation, San Ramon, CA

Information Management SharePoint Analyst – 3/12 to 8/12

- Provided high level support of 20 site collections consisting of multiple sub-sites and pages
- Applied information management and information protection standards, performed testing, and developed documentation
- Collaborated closely with business partners in gathering business requirements to design, build and implement IM solutions to assist in search, access, use, categorization, and information management
- Configured SharePoint security based on Information Management requirements
- Updated browser forms via InfoPath
- Utilized content types to enable multiple InfoPath forms as data connections to a form library
- Trained power users and end users on SharePoint features and functionality
- Provided help desk support and fulfilled change requests
- Performed internal website updates
- Enforced information management standards, processes and recommended practices

Achievements

- Increased end-user knowledge through effective training, governance, and best practices
- Provided same-day turnaround for change requests and issue resolution
- Successful project completion

Environment: SharePoint Enterprise 2010, SharePoint Designer 2010, InfoPath 2010, MS Office Suite 2010, CSS, Dreamweaver

Workers' Compensation Insurance Rating Bureau, San Francisco, CA

Project Coordinator/SharePoint Site Administrator – 7/11 to 3/12

- Created and maintained project plan/schedule
- Provided project task and effort analysis (% complete vs. plan, workload capacity, at-risk tasks, etc.) to team leads via MS Project and MS Access
- Participated in 2007 to 2010 migration planning
- Performed post-migration activities – re-established permissions and re-created SP Designer Workflows
- Monitored and updated risks, issues, and action items via SharePoint lists and workflows
- Followed up with team leads and documented assigned task status updates via SharePoint lists
- Performed SharePoint organization and administration
- Established an efficient SharePoint taxonomy design leveraging metadata increasing search capability and productivity
- Trained and provided on-going support to 90 end-users
- Established SharePoint best practices and governance
- Developed SharePoint Designer workflows to streamline processes
- Maintained SharePoint project site by utilizing lists, libraries, and InfoPath forms
- Created and maintained web parts

- Utilized InfoPath 2010 to customize forms

Achievements

- Increased end-user productivity and site usage by incorporating SharePoint within the business processes
- Increased end-user knowledge through effective training, governance, and best practices
- Increased search capability by utilizing metadata
- Successful project completion

Environment: SharePoint Enterprise 2010, SharePoint Designer 2007-2010, InfoPath 2007-2010, MS Office Suite 2010, MS Project 2010, HTML

University of California, Berkeley, CA

Project Coordinator/SharePoint Site Administrator – 11/10 to 7/11

- Provided Hyperion Planning system implementation and deployment coordination
- Developed and maintained project plan
- Tracked project issues, action items, resolutions, and project document management
- Provided project task and effort analysis (% complete vs. plan, workload capacity, at-risk tasks, etc.) to team leads via MS Project and MS Access
- Reconciled project invoices and followed-up with vendors
- On-boarded new employees/consultants
- Coordinated training registration and logistics
- Performed SharePoint organization and administration
- Trained and provided SharePoint support to 50 end-users
- Established SharePoint best practices and governance
- Utilized InfoPath to customize project forms

Achievements

- Incorporated SharePoint into the project team process flow
- Successfully trained team members on SharePoint usage
- Successful project completion

Environment: SharePoint Foundation 2010, SharePoint Designer 2010, InfoPath 2010, MS Office Suite 2010, MS Access 2010, MS Project 2010, HTML

Genentech Inc., South San Francisco, CA

SalesForce Business Analyst – 4/10 to 8/10

- Provided account data management and SalesForce operations support to the Managed Care Field Teams
- Created and aligned Contract Strategy Management accounts within SalesForce
- Effectively communicated and set expectations with field team
- Coordinated and conducted field team SalesForce training
- Performed account data maintenance within SalesForce
- Performed issue, metrics, and enhancement tracking and follow up
- Efficiently prioritized and executed support requests within an appropriate timeframe

Achievements

- Quickly learned SalesForce in order to effectively train and support end-users

- Successfully aligned accounts
- Successful project completion

Environment: SalesForce, MS Office 2007, Open Text LiveLink

Palo Alto Medical Foundation

IT Project Coordinator/SharePoint Site Administrator – 11/08 to 4/10

- Provided Epic eHR system implementation and deployment coordination
- Facilitated project team meetings and published meeting minutes
- Created and maintained deployment schedules
- Maintained project documentation
- Maintained change management requests
- Created and distributed bi-monthly project status reports via SharePoint and Project Server integration
- Monitored and tracked action items, issues, and task owner completion of project tasks utilizing SharePoint

Achievements

- Kept project team members on task and on time
- Successful project completion

Environment: SharePoint 2007, MS Office 2007, MS Project Professional 2007, MS Project Server, InfoPath 2007

Symantec, Inc., Mountain View, CA

IT Project Coordinator/SharePoint Site Administrator – 5/08 to 10/08

- Facilitated project team and sub-team meetings
- Monitored, tracked, and updated project timeline and issues
- Monitored and tracked task owner completion of project tasks
- Published and maintained core team weekly status tracking
- Maintained project documentation
- Performed SharePoint administrator duties and provided end user support
- Ensured all UAT and training participants had appropriate Oracle system access

Achievements

- Provided excellent project and SharePoint end-user support
- Successful project completion

Environment: SharePoint Server 2007, MS Office 2007, MS Project 2007, InfoPath 2007

APT Pharmaceuticals, Inc., Foster City, CA

Supply Chain Project Manager/SharePoint Site Collection Administrator – 6/07 to 5/08

- Managed Phase I and Phase III development projects as well as an Early Access Program (EAP) while adhering to GMP and GCP guidelines.
- Responsible for supply chain management, sourcing, and projections
- Managed drug supply distribution vendors, manufacturers, contracts, and project documentation while adhering to GMP guidelines
- Created and maintained project schedule
- Provided project status updates, communicated project milestones, and achievements
- Documented and tracked action items and issues
- Facilitated cross-functional project team meetings and captured minutes.
- Created and maintained SharePoint project site
- Configured SharePoint security/permissions

Achievements

- Learned the drug development process and performed supply chain management for multiple projects
- Created supply chain inventory and clinical safety databases to increase productivity and efficiency
- Successful project completion

Environment: MS Office 2003, MS Access 2003, MS Project 2003, SharePoint Portal Server 2003

Genentech

IT Project Coordinator – 1/07 to 8/07

- Provided SAP system implementation and deployment coordination
- Documented project business, system processes, and current and future-state workflows
- Created and maintained project plan
- Facilitated sub-team meetings and captured minutes
- Documented and tracked action items and issues
- Maintained effective communication between interrelated projects and teams

Achievements

- Selected to manage manufacturing sub-team

Environment: SAP, MS Office Suite, Visio, Livelink

Chiron Corporation, Emeryville, CA

IT Project Coordinator/OPX2 and LiveLink System Administrator – 7/03 to 8/06

- Gathered and documented system requirements
- Documented current and future-state workflows and folder structure
- Reviewed and provided input on use case scenarios, standard requirements, functional and design specifications
- Participated in system validation, preparation and testing while adhering to GMP and GXP guidelines
- Developed and executed project communication plan and change management strategy
- Provided project status updates and communicated project goals to executive management and staff
- Developed training materials
- Trained and provided support to 200 end-users
- Configured LiveLink security based on Information Management requirements

Achievements

- Selected by executive management to assist in two critical system implementations
- Rapidly learned the OPX2 Pharma and LiveLink systems in order to effectively train and support end users
- Successfully trained and supported Vaccines business unit end users located in Italy
- Created and distributed a Drug Development newsletter to improve business unit communication

Environment: Planisware OPX2 Pharma, Open Text LiveLink, MS Office 2003, Visio 2003, MS Project 2003

CERTIFICATIONS

University of California, Berkeley Extension
Project Management Certificate

EDUCATION

University of California, Berkeley, CA
Bachelors of Arts, Social Science

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Approved as to Form and Legality.

Amadeo J. J. J.
CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF MICHELLE MARTIN AS A MEMBER 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 **Michelle Martin** to serve a three-year term as the District 7 Representative, subject to confirmation by the City Council; now therefore be it

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

Michelle Martin, to the Community Policing Advisory Board to serve a three-year term beginning March 25, 2015 and ending March 24, 2018, filling the seat previously held by Derrick Bulls.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California