

Cynthia Elliott

**Rough & Ready Repairs: Owner**

July 1985 - Present 40 years 9 months

Oakland Ca

Rough & Ready Repairs offers onsite service & repairs •  
to a wide range of exercise equipment; treadmills,  
ellipticals, bikes & steppers. The service & installation  
of Pilates tables, basketball rebounders and Chiropractic  
.tables

**Member Community Policing Advisory Board for District 5**

August 2025-Current

**Chair Fruitvale Neighborhood Council Beat 20x**

April 2020-Current

Co-Chair Fruitvale Unity NCPC

April 2020 -2016

**Founding Member JABC**

Jingletown Art, Business & Community

December 2005-Current 20years 4 months

Jingletown Arts & Business Community works to •  
revitalize our neighborhood through community  
.building, art projects and civic involvement

Jingletown Arts & Business Community Facebook •  
page moderator  
Current-2009 •

Volunteer Coordinator for JABC Earth Day •  
Neighborhood Clean-Up  
April 2006- Current •

Volunteer Coordinator for JABC Creeks to Bay Day Clean-Up •

September 2012- Current •

•

Jingletown Nextdoor Lead •

Current -2012 •

•

Co-director Peterson St Mural & Garden project; wrote grants, acquired donations and in-kind donations for project which included over 10 murals and the planting of Oakland native drought resistant plants. •

.Parts of the projects are still on-going present-2009 •

•

Project manager for 3 street murals in Jingletown intersection. Oakland's Paint the Town based on this project •

2010-2013 •

### **Special Assistant to Council Member Noel Gallo District Five**

City of Oakland Part time

September 2017 - January 2019 1year 5 months

Assisted District 5 residents navigating Oakland city •

.departments for quality of life issues

.Followed up on Oak311 reports to insure completion •

Developed a mapping system to identify place, size or •

movement of District 5's unsheltered residents, living in curbside

.communities and vehicles

Attended District 5 community meetings as a •

.representative for the Council Member

### **Board Member**

Keep Oakland Beautiful

January 2012- December 2018

Coordinator 2013 Great America Clean Up: •  
Identified a heavily tagged building in Oakland's  
Fruitvale district. Organized volunteers for four  
weekends of painting over graffiti. Acquired donations  
of paint, supplies and food for volunteers. Building is  
.still graffiti free

Working on mural for a building in the Fruitvale •  
district in Oakland. Successfully funded a Kickstarter,  
and working on Restorative Justice model for former  
. 'Writers' to work on mural and work off fines & jail time  
April 2013- 2016 •

•  
Small Grants Chair •  
July 2014- 2018 •

•  
Finance Chair •  
January 2014 -2018 •

•  
Keep Oakland Beautiful Facebook page moderator •  
April 2014 -2018 •

# INGRID SEVERSON-TONDRE

## Project & Engagement Manager

/

### PROFESSIONAL SUMMARY

Project and program management professional with 15+ years advancing community-centered initiatives in the public, nonprofit, and private sectors. Experienced in leading statewide programs, facilitating government and stakeholder partnerships, and delivering engaging public outreach and education campaigns. Adept at event planning, cross-cultural communication, and managing complex operations that support meaningful, mission-driven outcomes.

### KEY SKILLS

- Community & Stakeholder Engagement
- Public Speaking, Presentations & Outreach
- Cross-Cultural & Inclusive Communication
- Proficient in Written and Verbal Spanish
- Multi-Agency & Interdepartmental Collaboration
- Meeting, Event & Workshop Facilitation
- Program/Project Administration & Data Reporting
- Budget Tracking & Project Planning
- Government & Community Partnerships
- **Digital Tools:** Airtable, Canva, Constant Contact, Google Suite, Microsoft Office Suite, Smartsheet, SurveyMonkey

### WORK EXPERIENCE

#### Center for Applied Research Solutions (CARS)

*CARS is a California-based 501(c)(3) that strengthens behavioral health, mental health, and education systems through workforce development, capacity building, and evidence-based training and technical assistance. The organization partners with local, state, and national agencies to advance trauma-informed, equity-centered public health and prevention efforts.*

#### Project Manager, Remote 1/21 - 10/25

- Managed day-to-day operations, timelines, and deliverables for the DHCS-funded Medi-Cal Mobile Crisis Training and Technical Assistance Center and subcontracted Crisis Care Mobile Units program.
- Coordinated delivery of 40+ universal and targeted mobile crisis trainings, including core, enhanced, and supplemental offerings.
- Led development, formatting, and dissemination of training materials and resources; onboarded and contracted external subject-matter experts, including drafting scopes of work.
- Oversaw quality improvement efforts and ensured consistent implementation of project standards.
- Coordinated virtual and onsite events, webinars, and implementation support services.
- Maintained project communications and tracking systems, including listservs, shared inboxes, agendas, website updates, and custom monitoring tools.
- Led budget meetings and prepared monthly and annual reports for funders and executive leadership.

#### Waste Management of Alameda County, Inc. (WMAC)

*Waste Management of Alameda County (WMAC) is Oakland's exclusive provider of landfill and organics collection services. As a core partner in the Oakland Recycles Zero Waste Program, WMAC helped implement citywide services aligned with SB 1383, the statewide mandate requiring universal participation in organics and recycling to reduce landfill disposal.*

#### Outreach Coordinator, Oakland 5/2015 - 3/2019

- Led citywide Zero Waste outreach, public education, and technical assistance for residential and commercial customers.
- Launched and managed contamination-reduction initiatives and community behavior-change campaigns aligned with SB 1383.

- Served as liaison to City of Oakland Public Works and regional partners, expanding community-based social marketing efforts.
- Designed and delivered educational programs, workshops, and public events; produced outreach materials to increase service participation and compliance.
- Tracked outreach metrics, prepared data-driven reports, and responded to public inquiries with timely, high-quality customer support.

**DIG Cooperative Inc.**

*DIG Cooperative Inc. is a worker-owned design-build firm specializing in ecological water management. As a licensed contractor and S corporation, DIG Coop’s services include rainwater harvesting, greywater systems, constructed wetlands, and select green building projects.*

**Co-Owner, Project Manager, Oakland 6/2009 - 12/2014**

- Procured and managed public sector and residential contracts, including the federally funded City of Oakland Rain Barrel Program.
- Oversaw project planning, budgets, timelines, and client communication from initiation to completion.
- Managed administrative and financial operations, including invoicing, reporting, and compliance.
- Led community workshops on water conservation, stormwater management, and decentralized infrastructure.
- Coordinated subcontractors, vendors, and community partners to deliver projects on schedule.

**Bay Localize (Renamed Rooted in Resilience)**

Fiscally sponsored by Earth Island Institute, Bay Localize was a social benefit organization dedicated to catalyzing the emergence of a regional, self-reliant economy that strengthened all Bay Area communities.

**Co-Founder, Project Organizer, Oakland 3/2006 - 3/2009**

- Managed research, program development, and advocacy initiatives focused on local sustainability and climate resilience.
- Oversaw teams of interns and volunteers (4 interns and 50+ community participants), providing training, coordination, and workflow management.
- Planned and facilitated community events, workshops, and convenings, including support for the Local Clean Energy Alliance.
- Authored a key grant deliverable: a guidebook published for retail distribution and later released as a free digital resource.
- Secured four major grants and led diversified fundraising initiatives (donor outreach, events, and grassroots campaigns).
- Built partnerships with community groups, advocacy coalitions, and local government stakeholders to advance project goals.

**EDUCATION**

Undergraduate coursework in Humanities  
*New College of California, San Francisco*

**CERTIFICATIONS AND TRAINING**

Project Management Professional (PMP)® Exam Preparation — In Progress  
*Project Management Institute (PMI) | Expected completion: March 2026*  
 Certified Mediator — SEEDS Community Resolution Center  
 Public Speaking — Toastmasters International

# Jacqueline Long

---

## Experience

---

City of Oakland (1991-2022)

Oakland, Ca.

### ***Administrative Services Manager (Personnel Manager Feb 2020-July 2022)***

Develop recruitment strategies and create recruitment materials, posts, and implement outreach plans. Plan and oversee continuous recruitment and hiring for all department personnel and volunteers. Maintain and develop relationships with businesses and corporate partners. Develop policy to provide guidelines for recruitment, hiring, and on-boarding staff. Set guidelines for managers and supervisors to assure diverse candidates were provided to support their hiring needs based on an annual statistical analysis. Maintain communication with staff, management, and candidates to assure the interview, hiring, and onboarding process is straightforward. Direct, supervise and evaluate staff.

### ***Project Manager II (Ceasefire Director Sept 2018-Jan2020)***

Manage a partnership-based strategy and provide direct communication to service providers, volunteers, and community-based partners. Coordinate and leverage resources, work with relevant stakeholders, coordinate tasks and logistics for events. Serve as the communication lead, develop press release, and coordinate media days with the partnership. Monitor and administer budget and grants.

### ***Program Analyst III (Neighborhood Services Manager & Supervisor Aug 2007-Aug 2018)***

Plan, organize, and manage programs and events in the Neighborhood Services Division. Coordinate and partner with internal and external partners, which include Elected Officials, community-based organizations, businesses, merchant groups, private agencies, and the public. Direct and coordinate media, website, and communication strategy. Supervise and evaluate staff. Oversee a diverse volunteer program and monitor assignments. Develop and organize annual Volunteer and Staff Appreciation event, Community Summit, and Staff Retreat. Monitor and administer the budget. Prepare and present reports to the executive team, boards, committees, and community leadership.

### ***Neighborhood Services Coordinator (July 1997-July 2007)***

Organize and coordinate community meetings, events, and trainings programs to educate community members and merchants. Develop outreach strategies and survey community partners to improve City services. Oversee Neighborhood Councils, promote events and solicit volunteers to assist at events, activities, serve on boards, and commissions.

## Education

---

***California State University Hayward***

Hayward, Ca.

Master of Public Administration  
Bachelor of Arts Human Development  
Human Resource Certification