



- Served as liaison between citizens of Alameda County and local, state, and federal government agencies, facilitating the exchange of information, helping resolve complaints, and ensuring equal access to programs and services. Prepared quarterly reports of community relations activities and compliance progress.
- Met with 25 community groups and presented information on applicable assistance programs.
- Designed, developed, and distributed brochures to local community centers to facilitate easy access to housing information.
- Presented concerns of community groups to appropriate government departments and initiated weekly updates to citizens detailing governmental responses.
- Developed a leadership network among community groups to coordinate activities and build county-wide consensus on housing issues and plans.

San Francisco Conference Board                      San Francisco, CA                      1995 - 1999

**Events Coordinator**

- Spearheaded event / program planning, development, and management. Organized multiple projects concurrently with strong detail, problem-solving, and follow-through capabilities. Sourced vendors, negotiated contracts, and managed budgets.
- Planned and coordinated government conferences, meetings, events, and fund-raisers. Saved \$72,000 on most recent meeting.
- Coordinated over 120 conference activities, workshops, meetings, tours, and special events. Received recognition by participants and convention management.
- Trained, directed, and supervised teams to accomplish goals.

*EDUCATION*

Stanford University, Stanford, CA  
 Master of Public Policy and Administration, 1995

San Jose State University, San Jose, CA  
 Bachelor of Arts (English), 1991

*AFFILIATIONS*

Public Administrators of America, Member  
 Bay Area Planners, President  
 American City and Regional Planners, Board Member  
 National Chamber of Commerce, Member  
 Association of Major Metropolitan Communities, Founding Member  
 Development Council of America, Treasurer