



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

YOUTH COUNCIL MEETING

Wednesday, April 1, 2015
3:00 p.m.-4:30 p.m.

NOTE MEETING LOCATION

Ventura County Community Foundation Nonprofit Center
4001 Mission Oaks Blvd., Board Room, Camarillo, CA

REVISED AGENDA

3:00 p.m.	1.0 Call to Order and Agenda Review	Tony Skinner
3:05 p.m.	2.0 Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Tony Skinner
3:10 p.m.	3.0 Approval of Minutes: March 4, 2015	Tony Skinner
3:15 p.m.	4.0 VACE Delivers: Resumes, etc.	VACE Staff
3:30 p.m.	5.0 Inventory of Dropout Recovery & Prevention Programs/Services	Roger Rice
3:45 p.m.	6.0 Youth Outreach	theAgency
4:00 p.m.	7.0 Transition from WIA to WIOA: Whither the Youth Council? The Alternatives	Council Members
4:25 p.m.	8.0 Council Member Comments	Council Members
4:30 p.m.	9.0 Adjournment	Tony Skinner

Next Meeting

May 6, 2015 (3:00 p.m.-4:30 p.m.)

HSA, Pepper Tree Room
855 Partridge Drive, Ventura, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Investment Board of Ventura County staff at (805) 477-5306, at least five days prior to the meeting. TTY line: 1-800-735-2922.



WIB Youth Council
March 4, 2015

MINUTES

Meeting Attendees

Council Members

Tony Skinner (Chair)*
Jesus Torres (Vice Chair)*
Sean Bhardwaj
Mary Benton
Linda Fisher-Helton
Marnie Melendez
Cristina Miranda
Tiffany Morse
Mary Navarro-Aldana*
Bernardo M. Perez*
Leslie Webster

WIB Staff

Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Jeffrey Albaugh (Ventura Adult and Continuing Education)
Vivian Pettit (HSA Community Services Department/WIA)
Kim Whitaker (PathPoint)
Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme)

*WIB Members

1.0 Call to Order and Agenda Review

Tony Skinner called the meeting to order at 3:08 p.m. and noted that several items of old business related to the *Ventura County Regional Strategy for Workforce Development* would be added as an item on the Agenda after approval of the minutes of February 4, 2015.

2.0 Public Comments

No comments

3.0 Approval of the Minutes of February 4, 2015

Motion to approve: Bernardo M. Perez
Second: Linda Fisher-Helton
Motion carried

4.0 Ventura County Regional Strategy for Workforce Development: Work in Progress

- Apprentice Programs in Ventura County: As a resource for the providers of WIA youth programs, Tony Skinner will provide a summary of local apprenticeship programs, including the names of appropriate contacts and information about what is needed to qualify for each of the programs. Mr. Skinner reported that a pre-apprenticeship program in the building trades is in development for the Ventura-Oxnard area that will target public housing and have a multi-craft core curriculum that will culminate in a certificate of completion/approval from the U.S. Department of Labor.
- 2-1-1 in Ventura County: Linda Fisher-Helton will contact the 2-1-1 organization to request a presentation on their networked services at a future meeting of the Youth Council. Launched in 2005, 2-1-1 is an easy-to-remember telephone number that connects people with supportive community services and volunteer opportunities in Ventura County. The service is free, confidential, and available 24 hours a day, 7 days a week.

- Youth Resource Network Work Group: Prior to the next Youth Council meeting, Richard McNeal will schedule a meeting of the work group that has volunteered to study the issue of the coordination/communication/networking of referrals to the WIA youth programs and other youth resources in Ventura County. Work group members are Teresa Johnson/Jeffrey Albaugh, Mary Benton, Linda Fisher-Helton, Tiffany Morse and Richard McNeal.

5.0 Transition from WIA to WIOA: Discussion of an Ideal Strategic Plan—A What-if Scenario

To provide a context for the discussion, Cheryl Moore highlighted slides from a WorkforceOne presentation (*Enough Is Known for Action*) for a recent U.S. Department of Labor national webinar on how local workforce areas could prepare to deliver expanded services to out-of-school youth under WIOA (Workforce Innovation and Opportunity Act). Key points raised by Youth Council members during the discussion are summarized below:

- What Is Known (The Givens)
 - ✓ Contracts for PY 2015-2016 will be continued with current youth providers, assuming achievement of performance requirements for 2014-2015.
 - ✓ 75% of WIOA youth funding must be devoted to OSY (out-of-school youth) and 20% to work-related training.
- Building on Current Programs (Who Needs to be involved? What information is needed?)
 - ✓ Contractors already have mechanisms in place to find suitable out-of-school candidates in the appropriate age and income range.
 - ✓ We need to maximize our referral network, partner with the Probation Agency, identify apprenticeship programs and collaborate with community groups having similar service goals. Linda Fisher-Helton and Mary Benton provided lists from which appropriate contacts could be made.
- Opportunities
 - ✓ The Youth Council (or whatever it is to be called in future) should have a flexible structure to maximize its ability to interact with and cover the community and to assure attendance at meetings.
 - ✓ The California Department of Rehabilitation will be an increasingly important partner in the new WIOA configuration.
 - ✓ This is an appropriate time to look at local CDBG (Community Development Block Grant) funds and on-site tax credits.
 - ✓ The Council should engage city leaders and other organizations more directly than we have in the past. The messaging and outreach of the Council and the WIOA youth program providers should be consistent and coordinated.
 - ✓ It might be time to reconsider the geographical boundaries currently in use by our providers.
- Next Steps
 - ✓ Youth Council members need to consider what to recommend to the WIB regarding (a) the current and future purpose of the Council itself (what is its function and how that might be expressed in the new Workforce Development Board Bylaws) and (b) if

a youth committee is formed, who might be the appropriate members. Richard McNeal will forward the list of current members and WIA-required categories of representation to the Youth Council for reference. Members will discuss the topic at the next meeting.

- ✓ WIA youth program providers and Youth Council members will send copies of youth outreach materials used by different youth programs/organizations to WIB staff for compilation and review.

6.0 Council Member Comments

Mary Navarro-Aldana reminded Council members that her EDD office still has an open position for a peer counselor, 18-24 and ideally in college, to work part-time with troubled/disabled youth.

7.0 Adjournment

Tony Skinner adjourned the meeting at 4:40 p.m.

Next Meeting

April 1, 2015 (3:00-4:30 p.m.)

Ventura County Community Foundation (Board Room)

4001 Mission Oaks Blvd., Camarillo, CA

JORDAN DOMINGUEZ

FABRICATION LABORER AND OR ASSEMBLER
9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

REGARDS: Seeking employment opportunities

Dear Assembly Line and Production Managers:

Fast, Team Oriented and Hardworking Assembler

I am looking for an opportunity on a fabrication and or assembly team in a company like yours that will appreciate what I have to offer:

- ☒ Excel at quantity oriented work
- ☒ Excellent coordination
- ☒ Always available, days, nights, weekends
- ☒ Physically fit and can pass drug test
- ☒ No accommodations required
- ☒ Driven to win
- ☒ No drama and no complaining

Thank you for reviewing my resume and considering me to be part of your team. I most look forward to meeting you, learning more about your operation and hopefully having the opportunity to proceed with your hiring process. I always have my phone on me and I am most easily reached at (805) 509-3443.

Thank you,

Jordan Dominguez

JORDAN DOMINGUEZ

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as an **Entry-Level Pipefitter** to help assemble, install, alter, and repair pipelines and pipe systems that carry water, steam, air, and other liquids and gases. Also seeking opportunities learning how to install heating and cooling equipment and mechanical control systems and or fire sprinklers.

JORDAN DOMINGUEZ

CONSTRUCTION LABORER

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as a **Construction Laborer** to perform tasks involving physical labor at construction sites such as clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. Can also assist other craft workers.

JORDAN DOMINGUEZ

FABRICATION LABORER AND OR ASSEMBLER

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as an **Entry-Level Fabrication Laborer and or Assembler** to perform tasks such as fabricating products by helping position, align, and fit, grind, sand, polish and paint parts. Can also package finished products and prepare them for shipment, and sweep, or otherwise clean work areas.

JORDAN DOMINGUEZ

HEAVY EQUIPMENT OPERATOR

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as an **Entry-Level Equipment Operator** to operate power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, and front-end loaders to excavate, move, and grade earth, erect structures, and pour concrete and other hard surface pavement.

JORDAN DOMINGUEZ

FISH AND GAME WARDEN TRAINEE

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as a **Fish and Game Warden Trainee** to patrol assigned areas to prevent fish and game law violations and investigate reports of damage to crops or property by wildlife.

JORDAN DOMINGUEZ

POLICE OFFICER TRAINEE

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as a **Police Officer Trainee** to patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.

JORDAN DOMINGUEZ

IMMIGRATION AND CUSTOMS INSPECTORS TRAINEE

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as an **Immigration and Customs Inspectors Trainee** to investigate and inspect persons, common carriers, goods, and merchandise, arriving in or departing from the United States or between states to detect violations of immigration and customs laws and regulations.

JORDAN DOMINGUEZ

DEPUTY SHERIFF TRAINEE

9600 Telephone Road, Apt. 104, Ventura, CA 93004
(805) 509-3443 • Jordan.dominguez81@gmail.com

OBJECTIVE: Seeking opportunity as a **Deputy Sheriff Trainee** to enforce law and order in rural or unincorporated districts or serve legal processes of courts. Also seeking opportunity to patrol courthouses, guard court or grand jury, and escort defendants.

SKILLS & QUALIFICATIONS

- | | | | |
|--------------------------|--------------------------|-------------------------|------------------------|
| • Available 24/7/365 | • Safety focused | • Follow direction well | • Cutting torch, basic |
| • Team oriented | • Strong & Fit | • Drill presses | • Oxyacetylene, basic |
| • Coachable | • Reliable | • Skill saw | • No drinking |
| • Competitive | • Honest | • Band saw | • No drugs |
| • Very fast paced | • Ordered & Structured | • Table saw | • No drama |
| • Attention to quantity | • Maintain relationships | • Belt sander | • No legal history |
| • Physically coordinated | • Good listener | • Wheel Grinder | • Loyal |

WORK EXPERIENCE

Construction Laborer

Ventura, CA

Jan. 2012 – April 2013

Williams Pipeline Contractors ~ Part-time employment for largest provider of energy infrastructure in North America.

- Cleaned and prepared construction sites to eliminate possible hazards.
- Drove manual geared heavy duty water truck to help with soil compaction and dust control.
- Loaded, unloaded, and organized machinery and tools, returning them to the appropriate locations.
- Operated power-driven pumps that transferred diesel fuel into heavy equipment.
- Helped repair and replace upholstery in heavy equipment vehicle.
- Cleaned and polished vehicle windows.
- Scrubbed, scraped, and sprayed construction equipment and vehicles, using brushes, cleaners, and air hoses.
- Applied paint and waxes to heavy equipment vehicles to preserve, protect, and restore color and condition.
- Sweep loose debris and move salvageable scrap into piles away from work areas.
- Connect air hoses to pumps and other equipment.
- Assist heavy machinery mechanic perform minor repairs and adjustments, by passing and running tools.
- Transported materials, equipment, and supplies around work area.

Civic Volunteer

Ventura, CA

June 2006 - June 2012

Keystone Club, Boys and Girls Club

- Greet customers and receive payment by cash and issue change to customers purchasing car washes and baked goods.
- Help the homeless by serving packaged food to them in the street.
- Wash, clean, dry and polish the outside of vehicles to raise money for special national club conferences and projects.
- Sort food and deliver packages around holidays to list of needy families for canned food drives.
- Unload, set up and break down tables, chairs, decorations, props, dishware, etc. for special events such as dances, dinner parties, talent shows, and club meetings.
- Help beautify the neighborhoods in the Montalvo neighborhood by collecting and disposing of litter and trash.

EDUCATION AND TRAINING

Microsoft Office Fast Track, Word, Excel, Outlook, PowerPoint VACE, Ventura, CA, 2015

National Work Readiness Credential, VACE, Ventura, CA, 2015

High School Diploma, VACE, Ventura, CA, 2013

Woodshop and Metal Shop, Ventura High School, Ventura, CA, 2011

Point Guard, Year Around Basketball, Boys and Girls Club, Ventura, CA, 2006 - 2012

name	street_address	city_zip	Phone	Fax	Website
Salem Media Group, Inc.	4880 Santa Rosa Rd	Camarillo, CA 93012	P: (805) 987-0400	F: (805) 384-4520	www.salem.cc
AGI HOLDING CORP.	2575 Vista Del Mar Dr	Ventura, CA 93001	P: (805) 667-4100	F: (805) 667-4369	www.affinitygroupcu.org
VITESSE SEMICONDUCTOR CORPORATION	4721 Calle Carga	Camarillo, CA 93012	P: (805) 388-3700	F: (805) 388-7565	www.vitesse.com
Hi-Temp Insulation, Inc.	4700 Calle Alto	Camarillo, CA 93012	P: (805) 484-2774	F: (805) 484-7551	www.hi-tempinsulation.com
GIBBS INTERNATIONAL, INC.	2201 E Ventura Blvd	Oxnard, CA 93036	P: (805) 485-0551	F: (805) 988-1846	www.gibbsrucks.com
B & S PLASTICS, INC.	2200 Sturgis Rd	Oxnard, CA 93030	P: (805) 981-0262	F: (805) 981-9403	www.waterwayplastics.com
CLEAN DIESEL TECHNOLOGIES, INC.	1621 Fiske Pl	Oxnard, CA 93033	P: (805) 639-9458	F: (203) 323-0461	www.cdti.com
Performance Materials Corporation	1150 Calle Suerte	Camarillo, CA 93012	P: (805) 482-1722	F: (805) 482-8776	www.performancematerials.com
SL Power Electronics Corporation	6050 King Dr	Ventura, CA 93003	P: (805) 228-3400	F: (805) 487-8911	www.slpower.com
PEMKO MANUFACTURING CO.	4226 Transport St	Ventura, CA 93003	P: (805) 642-2600	F: (805) 642-4109	www.pemko.com
Electronic Clearing House, Inc.	730 Paseo Camarillo	Camarillo, CA 93010	P: (805) 419-8700	F: (805) 384-8657	www.echo-inc.com
Pti Technologies Inc.	501 Del Norte Blvd	Oxnard, CA 93030	P: (805) 604-3700	F: (805) 604-3701	www.ptitechnologies.com
Staples Construction Company, Inc.	1501 Eastman Ave	Ventura, CA 93003	P: (858) 455-1100	F: (805) 658-8785	www.staplesconstruction.com
SAALEX CORP	811 Camarillo Springs Rd Ste A	Camarillo, CA 93012	P: (805) 482-1070	F: (805) 385-3682	www.saalexolutions.com
E. J. HARRISON & SONS, INC.	5275 Colt St	Ventura, CA 93003	P: (805) 647-1414	F: (805) 659-5240	www.ejharrison.com
EMPLOYER'S DEPOT, INC.	1500 Eastman Ave	Ventura, CA 93003	P: (805) 658-6156	F: (805) 658-9185	www.employersdepot.com
AG Rx	751 S Rose Ave	Oxnard, CA 93030	P: (805) 487-0696	F: (805) 483-6146	www.agrx.com
CHILD DEVELOPMENT RESOURCES OF VENTURA COUNTY, INC	221 E Ventura Blvd	Oxnard, CA 93036	P: (805) 485-7878	F: (805) 278-0775	www.cdofvtaco.org
AUTOMOTIVE RACING PRODUCTS, INC.	1863 Eastman Ave	Ventura, CA 93003	P: (805) 339-2200	F: (805) 650-0742	www.arp-bolts.com
LUCIX CORPORATION	800 Avenida Acaso	Camarillo, CA 93012	P: (805) 987-6645	F: (805) 987-6145	www.lucix.com
THE SPATZ CORPORATION	1600 Westar Dr	Oxnard, CA 93033	P: (805) 487-2122	F: (805) 483-1382	www.spatzlabs.com
PAC FOUNDRIES, INC.	705 Industrial Way	Port Hueneme, CA 93041	P: (805) 986-1308	F: (805) 488-4129	
Ventura County Credit Union	6026 Telephone Rd	Ventura, CA 93003	P: (805) 477-4000	F: (805) 339-4226	www.vccuonline.net
CASA PACIFICA CENTERS FOR CHILDREN AND FAMILIES	1722 S Lewis Rd	Camarillo, CA 93012	P: (805) 482-3260	F: (805) 987-7237	www.casapacifica.org
Edwards Enterprises	4544 McGrath St	Ventura, CA 93003	P: (805) 644-5583	F: (510) 792-5710	www.edwardsenterprisescc.com
Fugro West, Inc.	4820 McGrath St Ste 100	Ventura, CA 93003	P: (805) 650-7000	F: (805) 658-6679	www.fugro.com
Taft Electric Company	1694 Eastman Ave	Ventura, CA 93003	P: (805) 642-0121	F: (805) 644-6488	www.taftelectric.com
G W SURFACES	2432 Palma Dr	Ventura, CA 93003	P: (805) 642-5004	F: (805) 639-4012	www.gwsurfaces.com
Mgr Design International Inc.	1950 Williams Dr	Oxnard, CA 93036	P: (805) 981-6400	F: (805) 531-0469	www.mgrdesign.com
EDWARDS ASSOCIATES COMMUNICATIONS, INC.	2277 Knoll Dr Ste A	Ventura, CA 93003	P: (805) 658-2626	F: (805) 658-0203	www.edwardslabel.com
DIAL SECURITY	760 W Ventura Blvd	Camarillo, CA 93010	P: (805) 485-0528	F: (805) 383-3401	www.dialcomm.com

DIANA ORNELAS

CUSTOMER SERVICE AND SALES ASSOCIATE

2999 Sutter Place, Oxnard, CA 93033

(805) 555-5555 • firstandlastname@gmailcom

Regards: Request to interview

Dear Sales and Service Manager:

Bilingual Sales and Service Associate with A+ Friendly Attitude

I am seeking an opportunity that will want to take advantage of what I have to offer as a bilingual sales and service associate with an excellent attitude and awesome customer service skills. My strong work ethic and professional attitude pair well with the following in demand skills and abilities I have to offer:

- ☒ Available 24/7/365
- ☒ Customer Service, Cashier, Merchandising, Beauty and Fashion Consulting
- ☒ Always upbeat, friendly and smiling
- ☒ Easily establish rapport, trust and loyalty with all types of people
- ☒ Type 50wpm

I expect there will be areas where my previous experience and skills have not adequately prepared me to meet all the duties and tasks associated with the opportunity of working for you. In these situations, you will benefit from my ability and motivation to quickly learn new techniques and add them to my skills. Thank you in advance for taking the time to consider me for an opportunity to work with you.

Respectfully,

Diana Ornelas

P.S. If you do not have a current need for a customer service or sales associate I certainly welcome the opportunity to explore how my service, sales, cashiering, merchandising and customer care skills can be put to effective use for your company. If there is an opportunity to put my skills to work, please contact me directly at (805) 663-3030 so we can arrange a time to discuss your specific and current needs.

DIANA ORNELAS

CUSTOMER SERVICE AND SALES ASSOCIATE

2999 Sutter Place, Oxnard, CA 93033

(805) 555-5555 • firstandlastname@gmailcom

OBJECTIVE: Seeking opportunity as a **Sales and Service Representative** to sell apparel, jewelry, and merchandise, such as furniture and gifts to consumers. Can also stock shelves and merchandise displays and products.

SKILLS AND QUALIFICATIONS

- Bilingual
- Available 24/7/365
- Rapport building
- Excellent attitude
- Excellent with customers
- Dependable
- Service Orientated
- Active Listener
- Detailed & Organized
- Mathematically inclined
- Time management
- Makeup
- Hair products
- Sewing
- Working with older clients
- Persuasive
- Thinking creatively
- Licensed Cosmetologist
- 50 wpm

WORK EXPERIENCE

Cosmetologist

Ventura, CA

Aug. 2014 – Oct. 2014

Pro-Nails

- Schedule client appointments and accept payments.
- Advise clients on nail care and use of products and colors.
- Assess the condition of clients' hands, remove dead skin from the hands and massage them.
- Treat the facial skin to maintain and improve its appearance, using specialized techniques and products, such as exfoliates masks.
- Advise clients about colors and types of makeup and instruct them in makeup application techniques.

Hair Stylist Assistant

Ventura, CA

Aug. 2012 – Feb. 2013

Perfect Cuts ~ Non paid internship

- Shampooed, conditioned and rinsed guests hair using salon-exclusive products.
- Assessed customer needs and gave advice about hair style and color options.
- Distributed business cards outside of the salon to generate new business.
- Cleaned and maintained surfaces and equipment in the entire salon.
- Offered clients a catalog showcasing hair style options.
- Escorted guests to and from treatment rooms.

Respite Caregiver

Camarillo, CA

Jan. 2013 – June 2013

Channel Islands Social Services

Provided in-home care to special needs child. Duties included social play, homework assistance, meal preparation, help with personal hygiene and self-care skills (which involved toileting and diaper care), community integration, social facilitation, implementation of general positive behavioral supports, and overall companionship.

Retail Sales and Service

Oxnard, CA

July 2011

Petco ~ Paid 30 day internship through Boys and Girls Club

- Greet customers and ascertained what each customer wants or needs were.
- Described merchandise and explained use, operation, and care of merchandise to customers.
- Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires.
- Computed sales prices, total purchases and received and processed cash and credit payment using cash register.
- Prepared merchandise for purchase.
- Ticketed, arranged and displayed merchandise to promote sales.
- Cleaned shelves, counters, display exhibits and tables.

EDUCATION, TRAINING, AND CIVIC ENGAGEMENT

Cosmetologist, Lic. KK560381: Hair, Nails, Makeup, Esthetician

Lu Ross Academy, Ventura, CA, 2014

High School Diploma

President of the ASB / People's Choice Award / Special Events Organizer / Fundraising Team

Frontier High School, Camarillo, CA, 2012

Volunteer: Caregiver, Porter, Special Projects and Events, and Glamour Shots, Ventura Convalescent Hospital, Ventura, CA, 2013

Volunteer: Hair and Makeup, A Night to Remember, Ventura, CA, 2013

Network for Teaching Entrepreneurship, Second Place Award for Best Business Plan, Boys and Girls Club, Oxnard, CA, 2011

SAMUEL SOLTAN

ENTRY-LEVEL ENGINEER

2999 Sutter Place, Oxnard, CA 93033
(805) 555-5555 • firstandlastname@gmail.com

RE: Seeking factory tour and employment

Entry Level Candidate with Excellent Complex Problem Solving Skills

Could your company use a part-time entry-level engineer that excels at advanced mathematics and chemistry that is also reliable, trustworthy and loves solving complex problems? If so, please consider what I have to offer your design and engineering team:

- ☒ 4.40 GPA in Honors Classes
- ☒ Very high skills in math and chemistry through AP and IB classes
- ☒ Experience with light mechanical machines and robotics
- ☒ The ability to quickly learn and adapt to new situations and tasks
- ☒ Team Player, competitive in; soccer, volleyball, tennis, and cross country

Thank you in advance for reading my resume and considering how my skills can be applied to help your team reach their applied science goals. If I can be of use to your team I will most surely appreciate the opportunity to meet you in person to learn more about what you do and how I can add value to your team.

Respectfully,

Samuel Soltan

P.S. I am currently seeking \$10-12 an hour for the next two years while I am going to school full time at Ventura College. Hopefully I will find and gain work experience that will contribute to a rewarding career as a future engineer.

SAMUEL SOLTAN

ENTRY-LEVEL ENGINEER

2999 Sutter Place, Oxnard, CA 93033

(805) 555-5555 • firstandlastname@gmail.com

OBJECTIVE: Seeking opportunity as an **Entry Level Engineering Technician** to apply theory and principles of mechanical engineering to modify, develop, test, and calibrate machinery, equipment and products under direction of engineering staff or physical scientists.

SKILLS AND QUALIFICATIONS

Advanced Placement Calculus BC

- Functions, Graphs, & Limits
- Derivatives & Integrals
- Polynomial Approximations
- Series
- Taylor Series
- Analytic Trigonometry
- Matrices
- Sequences Series
- Logistical Growth Equations

International Baccalaureate Chemistry

- Quantitative chemistry
- Atomic structure
- Periodicity
- Bonding
- Energetics
- Kinetics

- Equilibrium
- Acids and bases
- Oxidation and reduction
- Organic chemistry
- Measurement & data processing
- Medicines and drugs

International Baccalaureate Economics

- Macroeconomics
- Introduction to development
- Demand & Supply Policies
- Reasons for trade
- Free trade and protectionism
- Balance of payments
- Exchange rates
- Balance of payment problems
- Terms of trade

- Barriers to economic growth

Microsoft Office

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- C Programming, basic
- Robotics, basic
- Graphing Calculators
- Quick learning
- Excellent problem solving
- Observant
- Dependable
- Honest
- Responsible

SEEKING WORK EXPERIENCE

- Apply mathematics and or chemistry to solve practical problems in manufacturing and engineering.
- Review project instructions and specification requirements for fabrication, assembly and testing.
- Calculate required capacities for equipment of proposed system to obtain specified performance and submit data to engineering personnel for approval.
- Devise, fabricate, and assemble new and modified mechanical components for products.
- Operate drill press, grinders, engine lathe, and other machines.
- Conduct tests to investigate proposals for improving equipment performance.
- Record test procedures and results and help make recommendations for changes in product or test methods.
- Analyze test results in relation to design and rated specifications and test objectives.
- Develop mathematical and statistical models for analysis.
- Assemble sets of assumptions and explore consequences.
- Address the relationships of quantities, magnitudes, and forms.

EDUCATION & TRAINING

Rio Mesa, High School Diploma with 4.40 GPA, 2014

Advanced Placement Calculus BC / International Baccalaureate Chemistry / International Baccalaureate Economics

Participated in sports for all 4 years:

Cross Country (fall: 4yrs) / Volley Ball (spring: first 2yrs) / Tennis (spring: last 2yrs)

Microsoft Office Fast Track, Excel, Outlook, Word, PowerPoint, VACE, Ventura, CA 2014

VOLUNTEER EXPERIENCE

KEY Club Volunteer: Food Service to the Needed, St. Mary Magdalen Church, Camarillo, CA
Childcare Provider, Calvary Nexus Church, Camarillo, CA

LORIN M. GUZMAN

ENTRY LEVEL OFFICE CLERK

2999 Sutter Place, Oxnard, CA 93033

(805) 555-5555 • firstandlastname@gmail.com

REGARDS: Seeking employment

Dear Office Manager:

Entry Level Office Clerk with Receptionist and Writing Skills

I am seeking a company like yours that will want to take advantage of what I have to offer as an entry level office clerk. My strong work ethic and professional attitude pair well with the following in demand skills and abilities I have mastered:

- ☒ **Reading, Writing and Talking** - Effective communicator on the phone, in person and in writing
- ☒ **Critical Thinking** - Logical and reasonable when approaching problems and evaluating solutions
- ☒ **Customer Service** - Able to assess needs, meet quality standards and evaluate customer satisfaction
- ☒ **Clerical** – Familiar with office procedures and systems such as managing files, records, answering phones, receiving visitors, compiling data for reports, and processing payroll and HR documents

I am seeking a company that will appreciate my results oriented approach to completing deadline driven projects and time sensitive tasks. I take pride in the quality of my work and enjoy working on teams that want to succeed. If this letter resonates with your expectations, let's arrange a time we can meet in person and discuss your expectations for a receptionist, office clerk, content writer and or administrative support assistant.

Respectfully,

Lorin Guzman

LORIN M. GUZMAN

ENTRY LEVEL OFFICE CLERK

2999 Sutter Place, Oxnard, CA 93033

(805) 555-5555 • firstandlastname@gmail.com

OBJECTIVE: Seeking opportunity as **Receptionist, Customer Service Representative and or Technical Writer** to interact with customers to provide information in response to inquiries about products and services, and write content for products and services.

SKILLS & QUALIFICATIONS

- | | | | |
|--------------------------|-------------------|---------------------------|------------------------|
| • Receptionist | • Host | • Investigative reporting | • Publishing |
| • Basic HR support | • Cashier | • Getting information | • Active listening |
| • Administrative support | • Public Speaking | • Writing leads | • Printer/Copy/Fax |
| • Data-entry | • Grammar | • Editorials | • Adobe Page Maker |
| • File processing | • Editing | • Entertainment reviews | • Microsoft Word |
| • Writer/Reporter/Editor | • Proofreading | • Research | • Microsoft PowerPoint |
| • Multiline phones | • Interviewing | • Brainstorm | • Microsoft Excel |

WORK & VOLUNTEER EXPERIENCE

Admin. and HR Asst., Receptionist Victoria Care Center

Oxnard, CA

Dec. 2014 – March 2015

- Compiled, copied, sorted, maintained and updated filed records and database systems, business transactions, and other activities.
- Answered telephones and greeted visitors, gave information, took messages, and transferred calls to appropriate individuals.
- Completed daily entry and exit activity logs and regulated forms in accordance with company procedures and state care regulations.
- Reviewed HR files, records, and other credentialing documents to obtain information and help compile reports.
- Processed and verified paperwork for new employees and entered employee information into human resource management files.
- Verified employee attendance, hours worked, and pay adjustments, and posted information via data entry into the payroll system.
- Opened, sorted, and routed incoming mail, and prepared outgoing mail.
- Collect, count, and disburse petty cash money, do basic bookkeeping.
- Ordered materials and supplies and prepared and maintained purchasing files, and track the status of requisitions.
- Arranged transportation appointments for patients, delivered messages and ran errands.

Receptionist, Host, and Server Spanish Hills Country Club

Camarillo, CA

June 2012 – Sept. 2013

- Answered telephone calls and responded to inquiries, transferred calls and received and recorded patrons' dining reservations.
- Greeted guests by name and seated them at tables then provided them with menus.
- Spoke with patrons to ensure satisfaction with service, and to make conversation.
- Inspected dining and serving areas to ensure cleanliness and proper setup to assure dining details were handled properly and customers' concerns were addressed.
- Operated cash box to accept payments for beverage tokens.
- Trained and supervised food and beverage service staff.

Editor-In-Chief

Oxnard, CA

Sept. 2010 – June 2011

Rio Mesa Newspaper

- Planned the contents of publication according to the publication's style, school policy, and publishing requirements.
- Developed, prioritized and assigned story and content ideas, considering reader and audience appeal.
- Collaborated with section editors and writers to produce master copies according scope and design specifications.
- Prepared, rewrote and edited copy to improve readability, content, grammar, and punctuation, following prescribed editorial style.
- Checked preliminary and final proofs for errors and made necessary corrections.
- Researched a story's background information to verify facts, dates, and statistics, using standard reference sources.
- Operated desktop publishing software and equipment to design, layout, and produce print-ready copy.
- Positioned text and art elements to make a visually appealing using knowledge of type styles and size and layout patterns.
- Investigated breaking news developments and arranged interviews with people who can provide information about a story.
- Wrote editorial articles on events to offer opinions based on knowledge, judgment, and experience.

EDUCATION, TRAINING, CIVIC ENGAGEMENT

High School Diploma, Rio Mesa High School, Oxnard, CA, 2011

High School Newspaper, 2009-2011

High School Fishing Club, 2011

Volunteer, Oxnard Armory Shelter, Oxnard, CA, 2011

Volunteer Office Clerk and Childcare Provider, Calvary Chapel Oxnard, 2008-2011

TRISTAN LAFOLETTE

ENTRY LEVEL CAR SALES PROFESSIONAL

6700 Telephone Road, Apt. 1008, Ventura, CA 93003

(805) 861-9402 • tlafolette1@yahoo.com

July 2014

Dear Mr. Myers:

Money Motivated and Customer Service Oriented Sales Representative

I am seeking employment with a car lot whose customers would appreciate a detailed, patient, and thorough sales and services representative. Although I have not worked on a car lot before, I do have lots of customer service and sales experience; plus I am ready to train and make my way towards a successful career in automobile industry. I am currently seeking an opportunity where I can best add value to a sales and service team with what I currently have to offer:

- ☒ Working since I was 10 years old
- ☒ Aptitude for persuasive communication
- ☒ Polite, respectful, ethical and courteous
- ☒ Reliable, responsible and loyal

I take direction and criticism well and ready to learn how I can become the best auto services representative that I can be. I will listen, follow your instructions, and work continuously for your branch office and clients. Thank you for taking the time to consider how my skills can help your team sell more cars. If you have an opportunity that I should consider, contact me so that we can arrange an appointment to discuss it in detail at (805) 861-9402.

Thank you,

Tristan Lafolette

TRISTAN LAFOLETTE

ENTRY LEVEL CAR SALES PROFESSIONAL

6700 Telephone Road, Apt. 1008, Ventura, CA 93003

(805) 861-9402 • tlafolette1@yahoo.com

OBJECTIVE: Seeking entry level **Car Sales Professional** opportunity to contact and develop prospective clients to answer questions and explain cars, features, and benefits so that they become happy and repeat customers.

SKILLS & QUALIFICATIONS

- | | | | |
|----------------------|---------------------------|----------------------------|------------------------|
| • Available 24/7/365 | • Clean Record | • Open and Close | • Microsoft Word |
| • Money motivated | • Life time area resident | • Key holder | • Microsoft Excel |
| • Customer Service | • Interview prospects | • Follow instructions | • Microsoft Outlook |
| • Cashiering | • Train new employees | • Mathematically inclined | • Microsoft PowerPoint |
| • Active listener | • Scheduling | • Licensed, insured w/ car | • Typing: 44 wpm |

WORK HISTORY

Store Manager /Supervisor Subway Restaurant

Ventura, CA

Jan. 2013 – April 2014

- Counted money at the beginning of shifts to ensure that amounts were correct and that there was adequate change.
- Received payment by cash, credit cards, vouchers, and automatic debits.
- Issued receipts, refunds, credits, and change due to customers.
- Calculated total payments received during a time period, and reconciled this with total sales.
- Kept periodic balance sheets of amounts and numbers of transactions.
- Paid company bills to service providers by using a cash register.
- Performed personnel actions, such as hiring and firing staff, providing employee orientation and training, and conducting supervisory activities, such as creating work schedules and organizing employee time sheets.
- Recorded production, operational, and personnel data on specified forms.

Assistant Manager Denny's Restaurant

Goleta, CA

Aug. 2013 – Oct. 2013

- Counted money and made safe deposits.
- Investigated and resolved complaints regarding food quality, service, and accommodations.
- Scheduled staff hours and assigned duties.
- Organized and directed worker training programs, resolve personnel problems, and evaluated employee performance in dining and lodging facilities.
- Reviewed work procedures and operational problems to determined ways to improve service, performance, and safety.
- Greeted guests, escort them to their seats, and presented them with menus and lists.

Mover

Ventura, CA

June 2009 - March 2011

Michelle's Interior Design

- Moved stock, and other materials to and from storage and production areas, loading docks, delivery vehicles, and containers, by hand and using trucks, and other equipment.
- Stacked cargo in locations such as transit sheds as directed.
- Recorded numbers of units handled and moved, using daily production sheets and work tickets.

Handyman's Assistant Mike Nace, Handyman

Oxnard, CA

Jan. 2007 – Dec. 2010

- Performed routine preventive maintenance to ensure that machines continued to run smoothly.
- Helped diagnose mechanical problems and determine how to correct them, repair manuals, and parts catalogs, as necessary.
- Inspected drives, motors, and belts, check fluid levels, replaced filters, and performed other maintenance actions.
- Cleaned and lubricated shafts, bearings, gears, and other parts of machinery.
- Planed and lay out repair work, using diagrams, drawings, maintenance manuals, and schematic diagrams.
- Estimated repair costs.

EDUCATION & TRAINING

GED, VACE, Ventura, CA, 2014

National Work Readiness Credential, VACE, Ventura, CA, 2014

Microsoft Office Fast Track, VACE, Ventura, CA, 2014

C E S A R M O R A L E S

DIRECT CARE PROVIDER

3925 South J Street, Oxnard CA, 93033

(805) 827-0933 • morales9302@yahoo.com

RE: Seeking care provider opportunities

Yvette Pacheco

Activities Director

GLENWOOD CORPORATION

1300 N C St

Oxnard, CA 93030

P: 805-983-0305

F: 805-983-2514

ypacheco@ensigngroup.net

rodelcascillo@ensigngroup.net

Dear Ms. Pacheco:

Bilingual Care Provider with Helpful Service Oriented Attitude

I am seeking a facility like yours that will want to take advantage of what I have to offer as a care provider for patients such the developmentally disabled, elderly, and those with dementia and Alzheimer's disease. My passion is caring for the sick and bringing comfort to their suffering. What I have to offer you and your teams are the following in demand skills:

- ☒ Experienced and trusted Care Provider who is antecedently aware of patients' needs and wants
- ☒ Documentation and Prevention skills with authentic concern for patient safety
- ☒ Front and Back Office Medical Assistant
- ☒ Fun, happy, encouraging, and collaborative co-worker

I am seeking a facility that will appreciate the pride I take in providing exceptional quality patient care. Thank you for considering how my skills, qualifications and A+ care-provider's attitude can benefit you and your care community.

Sincerely,

Cesar Morales

CESAR MORALES

BILINGUAL CARE PROVIDER

3925 South J Street, Oxnard CA, 93033

(805) 827-0933 • morales9302@yahoo.com

OBJECTIVE: Seeking opportunity as a **Direct Support Provider** to provide assistance, encouragement and support with daily activities such as meal preparation and personal care to help people with developmental disabilities participate in our community.

SKILLS AND QUALIFICATIONS

- Bilingual
- Patient Vitals & Charting
- Treatment plans
- Medication reminders
- Passionate client care
- 12 Lead EKG
- Housekeeping / cleaning
- Leisure activities
- Service oriented
- Specimen Collection
- Shopping & errands
- Pet care
- Optimistic & positive
- Bandaging and Splinting
- Public transport
- Microsoft Word
- Community support skills
- Hospice care
- Laundry
- Microsoft Excel
- HIPAA
- 10-key
- Meal Preparation and Eating
- Microsoft Outlook
- Monitoring
- Documentation
- Dressing
- Scheduling
- Filing and record keeping
- Hygiene care

WORK EXPERIENCE

Caregiver

Port Hueneme, CA

May 2014 – Jan. 2015

Oceanview Pavilion Adult Day Program

- Administer personal care, such as ambulation, personal hygiene assistance, feeding, and daily recreation activities.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to supervisor.
- Instruct and advise clients on issues such as cleanliness, hygiene, nutrition, and social skills.
- Serve and assist clients nutritious lunches.
- Transport clients to locations around the facility and assist with napping schedules.
- Provide clients with communication assistance, talking to others politely, writing their correspondence and help them verbalize their thoughts, feelings, wants and needs.

Activities Assistant

Oxnard, CA

Oct. 2012 – Nov. 2013

Covenant Care, Shoreline Care Center

- Coordinate and hold activity sessions to improve patients' mental and physical well-being through various activities such as board and memory games, light in physical activities as well as interactions with others.
- Observed and recorded patients' participation, and progress during activity sessions, modifying activity programs as needed.
- Planned, organized, directed and participated in programs and activities to facilitate patients' rehabilitation and health, help them integrate with others and prevent further medical problems.
- Helped develop treatment plans to meet needs of patients, based on interaction, patient interests and objectives of value.
- Prepared and submitted reports and charts to treatment team to reflect patients' reactions and evidence of progress or regression.
- Obtained information from medical records, medical staff, family members and the patients themselves to assess patients capabilities, needs and interests.
- Counseled and encouraged patients to develop leisure activities.
- Instructed patients in activities and techniques, such as sports, dance, music, art and relaxation techniques, designed to meet their specific physical and psychological needs.
- Conferred with members of treatment team and family to help plan and evaluate and implement activity programs.
- Encouraged patients to acquire new skills and get involved in health-promoting leisure activities, such as sports, games, arts and crafts, and gardening.

Customer Service

Camarillo, CA

Dec. 2010 - June 2011

Zumiez

- Greeted customers and ascertained what each customer wants and needs were.
- Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires.

EDUCATION

Microsoft Office Fast Track, Word, Excel, Outlook, PowerPoint VACE, Ventura, CA 2014

Medical Assistant, Center for Employment and Training, Oxnard, CA 2012

High School Diploma, Hueneme High School, Oxnard, CA 2011

BERTHA PRADO-CONTRERAS

CLIENT ADVOCATE/TECH

1602 Tiesa Lane, Oxnard, CA 93030

(805) 317-3160 • hembra.guasavense@gmail.com

REGARDS: Request to interview for **Client Advocate/Tech** position at Drug and Alcohol Treatment Facility

Wednesday, April 01, 2015

Dear Recovery Program Director:

Recovering Addict with Excellent Listening Skills and Inspirational Attitude

I look forward to the opportunity to meet with you, learn more about your treatment facility and explore how what I have to offer can benefit your team:

- ☒ **Active Listener** — I always try to give full attention to what people are saying. I take time to understand their key points without interrupting and follow up by either asking clarifying questions or reiterating my understanding to the person I am talking with.
- ☒ **Socially Perceptive** — If there was one positive skill I learned on the streets as a gang member, leader and drug dealer it is my keen sense and ability to read other people. I am aware of people's facial expressions, body language, tone of voice and how they react to their environment.
- ☒ **Building Rapport** — When I was addicted to drugs my whole life was a big lie, I never want to have that lifestyle again; now I live to be honest with myself and the people I surround myself with. It is, I believe, from this practice I have been blessed with the ability that allows others to put their trust in me and confide in me their struggles with their road towards recovery.

In addition to the natural skills I have to offer your residential treatment facility, you will discover that the residents in the program will appreciate my contagious motivation to want to overcome the obstacles in the darkness of addiction and move forward towards the joy of life in the light.

Enthusiastically,

Bertha Prado-Contreras

P.S. I meet all the requirements stated in the job advertisement and my AVAILABILITY is ANY TIME, ANY DAY!

BERTHA PRADO-CONTRERAS

CLIENT ADVOCATE/ TECH

1602 Tiesa Lane, Oxnard, CA 93030

(805) 317-3160 • hembra.guasavense@gmail.com

OBJECTIVE: Seeking opportunity to be **Client Advocate/Tech** to participants that are navigating their way through their problems with mental health, poverty, unemployment, substance abuse, physical abuse, child care and medical care so that they can recover and become healthy and productive members of our community.

SKILLS AND QUALIFICATIONS

- | | | | |
|--------------------|--------------------------|---------------------|------------------------|
| • Public Speaking | • Honest and trustworthy | • Articulate | • Microsoft Excel |
| • Rapport building | • Excellent attitude | • Adaptable | • Microsoft Word |
| • Bilingual | • Helpful and patient | • Open to criticism | • Microsoft PowerPoint |
| • Reliable | • Enjoy learning | • Fast paced | • Microsoft Outlook |

WORK EXPERIENCE

Server and Hostesses Soup Plantation

Santa Paula, CA

Oct. 2013 – June 2014

- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Set up and replenish salad bar with food items and accessories such as eating utensils, napkins, and condiments.
- Remove trays and stack dishes for return to kitchen after meals are finished.
- Greet guests and seat them at tables and in waiting areas, provide them with menus and help them get situated.
- Inform patrons of establishment specialties and features.
- Speak with patrons to ensure satisfaction with food and service, respond to complaints, and make conversation.
- Answer telephone calls and respond to inquiries and transfer calls.
- Inspect and clean food serving areas, and surfaces, to ensure safe and sanitary food-handling practices.
- Ensure food is stored and cooked at correct temperature by regulating temperature of salad and soup bars.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Inspect restrooms for cleanliness and availability of supplies and clean restrooms when necessary.

Barista

Salem, OR

May 2007 – June 2009

Fresh Start Market, Coffee Shop & Espresso

- Took customer orders and conveyed them to other employees for preparation.
- Described menu items to customers and suggested products that might appeal to them.
- Provided customers with product details, such as coffee blend and preparation descriptions.
- Prepared and served hot and cold beverages, such as coffee, espresso drinks, blended coffees, and teas.
- Weighed, grinded, and packed coffee beans for customers.
- Received and processed customer payments.
- Prepared, wrapped, labeled and served foods, such as cinnamon rolls, salads, sandwiches, and bagels.
- Stocked customer service stations with paper products and beverage preparation items.
- Cleaned and sanitized work areas, seating areas, utensils, and equipment.
- Created signs to advertise store products and events.

EDUCATION & TRAINING

Alcohol and Drug Classes, Oxnard College, Present

Microsoft Office Basics, Excel, Word, Outlook and PowerPoint, VACE, July 2014

Food Handlers Card, effodhandlers.com, expires February 2017

GED, VACE, Ventura, CA, December 2013

Certificate of Graduation, Dependency Drug Court Program, October 2013

6 Months of Residential Treatment, Prototypes Women's Center, June 2013

Seeking Safety, PTSD and Substance Abuse, Prototypes Women's Center, May 2013

ANA MENDOZA

Accounting Technician & Bookkeeper

1300 Saratoga Ave. #1112 Ventura, CA 93003 • (805) 218-5193 • Alejandram43@gmail.com

REGARDS: Seeking employment

Dear Accounting Office:

Coachable and Self-Directed Entry-Level Bilingual Accounting Technician

I am seeking an opportunity in an accounting department at a company like yours that will want to take advantage of what I have to offer as an entry level accounting clerk. My new accounting skills and studious steadfast approach to :

- ☒ **Reading, Writing and Talking** - Effective communicator on the phone, in person and in writing
- ☒ **Critical Thinking** - Logical and reasonable when approaching problems and evaluating solutions
- ☒ **Customer Service** - Able to assess needs, meet quality standards and evaluate customer satisfaction

I am seeking a company that will appreciate what I have to offer, along with . I take pride in the quality of my work and enjoy working on teams that want to succeed. If this letter resonates with your expectations, let's arrange a time we can meet in person and discuss your expectations for a receptionist, office clerk, content writer and or personal assistant.

Respectfully,

Ana Mendoza

ANA MENDOZA

Accounting Technician & Bookkeeper

1300 Saratoga Ave. #1112 Ventura, CA 93003 • (805) 218-5193 • Alejandram43@gmail.com

Young, bilingual, coachable yet self-directed professional seeking opportunity as an **Entry-Level Accountant** to compile, compute, and record data to assist more senior accountants with responsibilities such as preparing invoices, calculating rates, posting data, tracking payroll, calculating wages with commission, preparing tax returns, and notifying customers of delinquent accounts. Skills prepared to offer include:

SKILLS AND QUALIFICATIONS

- | | | | |
|-----------------------------|------------------------------|----------------------------|------------------------------|
| • Full-charge Bookkeeper | • Bank Statements | • Writing Checks | • Partnership Liquidation |
| • Accounting Clerk | • Bank Reconciliation | • Time Sheets | • Distribution of Net Income |
| • Accounts Receivable Clerk | • Worksheets | • Stock Holders' Equity | • Microsoft Windows |
| • Accounts Payable Clerk | • Balance Sheets | • Subsidiary Ledgers. | • Microsoft Word |
| • Billing Clerk | • Post Closing Trial Balance | • Uncollectable Accounts | • Microsoft Excel |
| • Payroll Clerk | • Cash Payment Journals | • Write Offs | • Microsoft Access |
| • Accounting Vocabulary | • Purchases Journal | • Calculating Depreciation | • Microsoft PowerPoint |
| • Accounting Equations | • Memorandums | • Inventory Recording | • Microsoft Outlook |
| • Financial Statements | • Invoicing | • First In First Out | • Automated Accounting |
| • Transactions | • Sales Journal | • Last In First Out | • QuickBooks |
| • Entries | • Accounts Payable | • Notes Payable | • Self-Directed |
| • General Journal Entries | • Accounts Receivable | • Notes Receivable | • Honest & Ethical |
| • Posting | • Payroll | • Accrued Revenue | • 187 KPM & 34 WPM |
| • Chart of Accounts | • Payroll Taxes | • Accrued Expenses | |

DUTIES PREPARED TO ACCEPT

Full Charge Bookkeeper

Ventura, CA

May 2014 – Feb. 2015

VACE ~ Full time skills based education fully accredited by the commission of the Council on Occupational Education.

- Operate computers programmed with accounting software to record, store, and analyze information. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers and computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Operate 10-key calculators, computers, and copy machines to perform calculations and produce documents.
- Receive, record, and bank cash, checks, and vouchers.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compile statistical, financial, accounting and auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Code documents according to company procedures.
- Reconcile or note and report discrepancies found in records.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Perform personal bookkeeping services.
- Prepare bank deposits by compiling data and sending cash, checks, or other forms of payment to banks.
- Prepare trial balances of books.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Compute deductions for income and social security taxes.
- Prepare and process payroll information.
- Compare computer printouts to manually maintained journals to determine if they match.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other

government documents.

- Prepare purchase orders and expense reports.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Maintain inventory records.

WORK EXPERIENCE

Maid

Ventura, CA

June 2009 – Present

A&E Cleaning Services ~ Perform any combination of light cleaning duties to maintain private households in a clean and orderly manner. Duties include making beds, cleaning rooms and halls, and vacuuming.

- Clean rooms, hallways, restrooms, and other work areas so that customer expectations are met.
- Empty wastebaskets, and transport other trash and waste to disposal areas.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners.
- Wash windows and dust and polish furniture and equipment.
- Wash dishes and clean kitchens, cooking utensils, and silverware.

Childcare

Ventura, CA

Jan. 2010 – Present

Mendoza Family ~ Attend to child at family household, and perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

- Observe and monitor children's play activities and maintain a safe play environment.
- Dress child and change diapers.
- Communicate with children's parents about daily activities, behaviors, and related issues.
- Assist in preparing food and serving meals and refreshments to child.
- Read to child and teach them simple painting, drawing, handicrafts, and songs.
- Discipline child and recommend and initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Help child with homework and school work.
- Accompany children to and from school, and on outings.

Teacher's Assistant

Ventura, CA

Jan. 2012 – May 2012

Ventura Unified School District ~ Volunteer, perform duties that are instructional in nature or deliver direct services to students or parents.

- Provide extra assistance to students with special needs, such as non-English-speaking students.
- Supervise students in classrooms, halls, school yards, and on field trips.
- Tutor and assist children individually and in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Type, file, and duplicate materials.
- Grade homework and tests, and compute and record results, using answer sheets.
- Organize and stock teaching materials and supplies.
- Assist librarians in school libraries.

Ice Cream Truck

Ventura, CA

June 2009 – June 2010

Ale's Ice Cream Truck ~ Serve ice cream, candy and frozen treats to customers from and ice cream truck.

- Clean and sterilize vehicle, freezers, and shelves.
- Examine orders to ensure that they contain required items.
- Take and fill orders.
- Stock freezer and service stations with items such as ice cream, candy and napkins.
- Total bills on paper, present cost to customers, and accept payment for services.

EDUCATION AND TRAINING

Computerized Financial Accounting, Ventura Adult and Continuing Education (VACE), Ventura, CA 2015

High School Diploma in 3 years, El Camino High School, Ventura, CA, 2013

MS to HS Transition											
In School	MS administrators and counselor's meet with HS deans and counselors	✓									
	Counselor visitations to the Middle Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Future Freshman Parent Night	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Interventions and Supports										
	Schools should implement programs to improve students' classroom behavior and social skills.										
	Response to Intervention	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Partnerships with Community Based Organizations	✓	✓		✓	✓		✓			
	Positive Behavior Support Program	✓	✓	✓		✓	✓	✓	✓	✓	
	Schools should provide academic support and enrichment to improve academic performance.										
	AVID			✓		✓	✓	✓		✓	
	After School Programs	✓	✓	✓	✓				✓	✓	
	Many schools provide after-school and summer enhancement programs that eliminate information loss and inspire interest in a variety of areas. Such experiences are especially important for students at risk of school failure because these programs fill the afternoon "gap time" with constructive and engaging activities.										
	Athletics	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Clubs	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Music	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Tutoring	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Library Access	✓	✓			✓		✓	✓	✓	
	Formal Programs	✓	✓	✓		✓			✓		
	Family Engagement										
Research consistently finds that family engagement has a direct, positive effect on children's achievement and is the most accurate predictor of a student's success in school.											
Parent Association	✓	✓	✓	✓	✓	✓	✓	✓			
Parent Classes		✓				✓					
Parent Information Night	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Communication	✓	✓	✓	✓	✓	✓	✓	✓	✓		
At-risk	Identification										
	Utilize data systems that support a realistic diagnosis of the number of students who drop out and that help identify individual students at high risk of dropping out.										
	Credit Checks	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Transcript Evaluation	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Interventions and Supports										
	Student Attendance Review Board (SARB)	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Alternative Settings										
	Alternative schooling provides potential dropouts a variety of options that can lead to graduation, with programs paying special attention to the student's individual social needs and academic requirements for a high school diploma.										
	Independent Study Option	✓			✓	✓				✓	
	Community School	✓		✓			✓		✓	✓	
Summer School	✓										
Out of School	Re-Entry										
	Senior Return										
	Expulsion Rehab Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	GED Tutoring	✓					✓		✓	✓	
	GED Testing	✓					✓		✓	✓	

Ventura County Workforce Investment Board
Relationship of Cohort Model, WIB Services and Available Data

<u>Event / Year</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
WIB Interventions/Efforts	No	No	No	Yes	Yes	Yes	Yes
Cohort Graduates started in year	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
# of Years Graduating Students benefitted from WIB Efforts	0	0	0	1	2	3	4
Approximate percentage of time benefitted vs goal of 4 yrs	0	0	0	25%	50%	75%	100%
Data will be released on the Cohort rates in Spring of:	2012	2013	2014	2015	2016	2017	2018

Graphic Representation of Cohort Groups And Years Benefitting from WIB Efforts							
<u>Class of / School Year</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Class of 2014	9	10	11	12			
Class of 2015		9	10	11	12		
Class of 2016			9	10	11	12	
Class of 2017				9	10	11	12
Data on this Cohort Available in Spring of:	2012	2013	2014	2015	2016	2017	2018
Not Enrolled							
Enrolled but no WIB services							
Enrolled and WIB services							

<u>Most Recent Dropout Rate for Class of 2012</u>	<u>Students</u>	<u>Dropouts</u>	<u>Rate</u>	
	11172	1204	10.80%	
Long Term Goal of WIB of 1% reduction	11172	1095	9.80%	
Net	0	109	1%	
Phased in Targets Based on % of impacted Students in Prior Year	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Target Reduction	0.25%	0.50%	0.75%	1%
Target Dropout rate	10.55%	10.30%	10.05%	9.80%
Students Assuming Flat Enrollment	11172	11172	11172	11172
Number of Dropouts	1179	1151	1123	1095
Decrease in Number of Students Dropping Out	25	53	81	109
Results Decrease the number of dropouts from 11-12 by	-2.11%	-4.43%	-6.75%	-9.07%



Workforce Investment Board Youth Media Approved Media Plan Spring 2015

Medium		Creative/Commercial	4/20	4/27	Week of		5/4	5/11	5/18	Total Weeks	Total Spots	Total P12-17 Imp	Total P18-24	Total P12+ Imp
Email to Career Counselors														
Time-Warner & FIOS		Look Ahead												
Animal Planet			7	7	7	7	7							
BET			7	7	7	7	7							
Cartoon			10	10	10	10	10							
Comedy			7	7	7	7	7							
Disney XD			14	14	14	14	14							
ENT			7	7	7	7	7							
Family			12	12	12	12	12							
FX Now (syndicated)			14	14	14	14	14							
Learning Channel			7	7	7	7	7							
MTV			16	16	16	16	16							
MTV2			14	14	14	14	14							
Nickelodeon			15	15	15	15	15							
Spike TV			7	7	7	7	7							
SYFY			7	7	7	7	7							
TBS			7	7	7	7	7							
VH1			7	7	7	7	7							
			158	158	158	158	158		5	790	140,850	133,700	862,500	
Radio and Digital														
KCAQ-FM	M-F 5A-8P	VCJobswithaFuture	11	11			11	11						
Rhythmic CHR	M-SU 7p-mid		6	6			6	6						
	M-SU 5A-Mid		8	8			8	8						
			25	25			25	25	4	100	45,600	119,200	510,400	
KXLM-FM	M-W 5a-7p	Parents VCJobs	12	12			12	12						
Spanish	M-SU 6a-11p		6	6			6	6						
			18	18			18	18	4	72	7,200	28,800	244,800	
Pandora Online Radio	M-SU 6a-Mid	Look Ahead							5		134,750	134,750	269,500	
Includes 300x250 & 500x500 banners														
KCLU-88.3 FM NPR	Business Pkg	VCJobswithaFuture PSA							5	35				213,500
Facebook	Pay per click								5					0
TOTALS											997	328,400	416,450	2,100,700

The Workforce Innovation and Opportunity Act

Fact Sheet: Youth Program

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

HIGHLIGHTS OF THE WIOA REFORMS FOR THE YOUTH PROGRAM

WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department's commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. WIOA authorizes the following changes:

Key Provisions

- WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth.
- Youth Councils no longer required; however, Local Boards are

WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



The Workforce Innovation and Opportunity Act

encouraged to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective.

Changes to Youth Eligibility

- Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which could include:
 - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
 - Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- Five new Youth Program elements
 - (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help youth transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

Emphasis on Work-Experience

- At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page (www.doleta.gov/WIOA) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page (wioa.workforce3one.org) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to DOL.WIOA@dol.gov.



Constituency in Terms of Barriers

[illegible]