

**CITY OF MILPITAS  
COMMISSION/COMMITTEE APPLICATION**

*appt.\*3  
5/4/10*

FEB 18, 2010

*Arts Commission*

PROVIDE COMPLETE INFORMATION (in black ink)

COMMISSION APPLYING FOR ↑

Mr.  
 Mrs./Ms.

Senior Advisory Commission applicants only: are you a member of Milpitas Senior Center? YES / NO

Name: Marcella First Asha Middle ANTHONY Last

Address: 1350 Number Daniel Court Street 95035 Apt. #

Telephone Number(s) e-mail address

Present Employer San Jose State University Business Telephone 408-924-2124

Address One Washington Square, San Jose, 95192-0014 Occupation Administrator

Education: If Youth Advisory Commission applicant, indicate your grade/school: \_\_\_\_\_

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
Drexel University	<del>Marketing</del> General Studies	2002-2004	B.S. General Studies
San Jose State University	Public Administration	2008-Present	M.P.A. (2011)

List community organizations to which you belong or have belonged (additional information may be attached):

Date	Name of Organization	Philadelphia, PA	Officer / Member
2001-2002	Bringing Everybody Together Youth Empowerment & After School Program		Facilitator / Board Member
2004-2005	Lee Ming Chinese School Blue Bell, PA		Board Member

Briefly describe the personal qualifications you possess which you believe would be an asset (additional information may be attached):

*As a performance & visual artist, I have a personal connection to the Arts as a vehicle for community-building and cultural exchange. My family is relatively new to Milpitas and perhaps the perspective of someone fairly new to the community will create interest with our city constituents and neighboring cities.*

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

Marcella A. Anthony  
Signature

9/18/09  
Date

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Mail or drop off your completed application to the City Clerk, 455 E. Calaveras Blvd., Milpitas, CA 95035

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## **HIGHER EDUCATION EXPERIENCE**

### **ASSISTANT DIRECTOR, STUDENT OUTREACH AND RECRUITMENT**

#### **SAN JOSÉ STATE UNIVERSITY, SAN JOSÉ, CA — 2006-PRESENT**

- Develop, coordinate and supervise day-to-day office and field operations of an 11-member University Outreach team, monitoring visitations and assessing service to high school and community college students, faculty, staff, and the University community. Serve as pre-admission counseling liaison for veterans and their dependents.
- Supervise the campus visit experience for nearly 20,000 students, visitors and community members annually, with one professional and fifteen paraprofessional staff members in a separate location.
- Monitor, evaluate, modify and implement operational procedures that improve and enhance the outreach, recruitment, and campus visit processes. Responsible for development of work assignments, workload distribution and assessment, appointment, promotion, demotion and discharge of unit employees.
- Develop and implement recruitment strategy utilizing human, technological and financial resources.
- Author, implement, and evaluate programming that supports recruitment and admission goals.
- Chair of the campus faculty and administration recruitment team.
- Develop, implement and evaluate the recruitment team strategy for each academic cycle.
- Plan, assign, oversee, and evaluate the fall and spring recruitment cycles including travel, college fair, and special event coverage including yield events.
- Autonomous signature authority for a budget of approximately \$200,000 and salary lines of approximately \$300,000.
- Campus Recruitment Team Committee chair, serving as coordinating authority for recruitment and yield programs for faculty, staff, community liaisons, system and collegiate intersegmental partners.
- Deputy Director of the Student Outreach and Recruitment office from August, 2007 – Present.

### **ASSISTANT DIRECTOR, NEW STUDENT AND FAMILY PROGRAMS**

#### **DREXEL UNIVERSITY, PHILADELPHIA, PA — 2006**

- Plan, coordinate, implement, supervise, participate, and evaluate multiple and major programs, services and events within the Office of New Student and Family Programs including Sibling Weekend, Family Weekend, New Student Days Events and New Student Orientation.
- Plan, implement, coordinate, direct, and supervise assigned programs, full-time and part-time staff, and volunteers within the Office of New Student and Family Programs under direction of the Senior Associate Dean of Students.
- Identify and develop programming for special populations (new freshman and transfer students) including service, academic, health and fitness and personal discovery activities.
- Develop and monitor assigned program budgets totaling approximately \$700,000; monitor and track expenditures and revenue; prepare requests for proposal, develop and prepare reports, agendas, letters and memos; maintain financial records to close out each program.
- Oversee and participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, posters, flyers, web media, activity and event-planning guide, and printed schedules.
- Plan, implement and supervise the recruitment process for 50 paraprofessional staff.

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**COORDINATOR OF NEW STUDENT AND FAMILY PROGRAMS  
DREXEL UNIVERSITY, PHILADELPHIA, PA — 2005-2006**

- Assist in the production of University-wide new student programs including New Student Orientation, Transfer Orientation, New Student Days, Family Weekend, and Sibling Weekend.
  - Assist with the recruitment of New Student Week student employees including the hiring, training, staff evaluation and supervision of 24 student employees.
  - Coordinator for the Drexel Parents Association and Parent Advisory Council
  - Assist in the development and implementation of department goals, policies, procedures, and priorities in conjunction with University guidelines.
  - Initiated the New Student Action Days Program, a first-ever initiative mirroring the pre-college experience present on other university campuses. Assist in the identification and development of programming for new freshman and transfer students including service, academic and personal discovery activities.
  - Assist with tracking all program resources. Assists the Senior Associate Dean of Students with the production of evaluative reports on all areas of responsibility for each program.
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- Instrumental in the founding of the new Drexel Parents Association and Parent Advisory Council, identifying and creating appropriate involvement opportunities for members.

**ADMINISTRATIVE COORDINATOR, OFFICE OF THE DEAN OF STUDENTS  
DREXEL UNIVERSITY, PHILADELPHIA, PA — 2003-2005**

- Respond to telephone, email, and walk-in inquiries regarding assigned program areas and ensure excellent customer service is given at all times. Act as a liaison between the Office of New Student and family Programs and various other divisions and departments, community groups, and committees.
- Assist with the coordination of University programs such as summer and winter New Student Orientation, Sibling Weekend, Family Weekend and Black History Month under the direction of the Senior Associate Dean of Students.
- Prepare check requests, cash reimbursements, cash deposits, budgets and other financial documents related to new student and family programs.
- Receive and respond to walk-in, telephone, and email inquiries relative to New Student and Family Programs.
- Manage a paraprofessional staff of three
- Recommend program modifications that increase effectiveness and efficiency.

**RECEPTIONIST, COLLEGE OF ENGINEERING**

**DREXEL UNIVERSITY, PHILADELPHIA, PA — 2002-2003**

- Manage appointments for advising staff to the largest college of the university.
- Coordinate arrangements for conferences, meetings, travel and other programs for the Director of Student Services and advising staff.
- Prepare all written correspondence, memoranda, and reports for Student Services staff. Screen mail, telephone communications, and walk-in inquiries for advising staff.
- Process course add/drop requests and provide pre-advising assistance to students.

**EDUCATION**

**San José State University**, San José, CA — Master of Public Administration. Degree anticipated 2011  
Substantive areas of concentration are Human Resource Management, Policy Analysis and Evaluation, Organizational Leadership and labor relations.

**Drexel University**, Philadelphia, PA — B.S. in General Studies, Marketing concentration. Degree awarded 2004

Community College of Philadelphia, Philadelphia, PA — A.A. in Liberal Arts, International Studies concentration. Degree awarded 2002

**LANGUAGES OTHER THAN ENGLISH (LOTE)**

Basic Spanish  
Basic/elementary Mandarin (Northern dialect)

**OTHER CAREER EXPERIENCE**

**QUALITY SERVICE ASSISTANT, NORTHWEST AIRLINES  
PHILADELPHIA, PA — 2000-2002**

- Manage the quality of the check-in process.
- Serve as the liaison for VIP travelers, unaccompanied minors and passengers requiring special accommodations
- Introduce passengers to the electronic self check-in process.

**MORTGAGE COORDINATOR/ PROCESSOR, ADVANTA NATIONAL BANK  
HORSHAM, PA — 1999**

- Liaison between prospective customers, title and appraisal companies, and underwriters.
- This position required the timely collection of all outstanding documents prior to submission to underwriting and pre-screening of prospects to determine their eligibility.

**RECEPTIONIST/SECRETARY, ADVANTA NATIONAL BANK (NOW JPM CHASE)  
HORSHAM, PA — 1996-1998**

- Managed front counter operations of a multimillion dollar corporation
- Served as assessment officer for phone communication system during upgrades
- Processed mortgage/credit interest cards and referred callers according to program of interest.

**ADDITIONAL EXPERIENCE**

**FACILITATOR, SAN JOSÉ STATE UNIVERSITY FRATERNITY AND SORORITY LIFE NEW MEMBER  
ORIENTATION SAN JOSÉ, CA — 2008**

Participate in formative instruction and training of new members to SJSU fraternities and sororities in an effort to promote appropriate academic, civic, social and professional engagement within the greek community.

**DEPARTMENT OF HOMELAND SECURITY CERTIFICATION  
SAN JOSÉ, CA — 2008**

Certification on Prevention and Response to Suicide Bombing Incidents

**CO-LEADER, SAN JOSÉ STATE UNIVERSITY ALTERNATIVE SPRING BREAK  
TIJUANA, MX — 2008**

A service learning experience with the faith-based group, AMOR Ministries building a home for a needy family.

**SAN JOSÉ STATE UNIVERSITY CAMPUS EMERGENCY RESPONSE TEAM (CERT)  
SAN JOSÉ, CA — 2006**

Preparedness training for natural and widespread human-generated disaster including light search and rescue, disaster medical operations, fire safety and development of disaster response skills. This program is recognized nationally and in three foreign countries. (Re-certified 2007)

**STAFF LEADER, DREXEL UNIVERSITY ALTERNATIVE SPRING BREAK**

**IMMOKALEE, FL — 2006**

A service experience composed of Habitat Home builds, meals on wheels and recreation center shifts in a farming town with a large number of migrant workers.

**FACILITATOR, DREXEL UNIVERSITY CREATING EXCELLENT ORGANIZATIONS WORKSHOP**

**PHILADELPHIA, PA — 2006**

"Using the Seasons of Change for Personal and Organizational Assessment and Development" March, 2006  
"The Four Agreements" May, 2006

**FACILITATOR DREXEL UNIVERSITY INSPIRE A CHILD TO DREAM DAY WORKSHOP**

**PHILADELPHIA, PA — 2006**

Engineering and the Sciences for 25 girls aged 12-14. Created curricula for a cohort of girls attending the event formerly known as "Take our Daughters to Work Day" and led a workshop introducing participants to careers in Engineering and the Sciences with hands-on activities.

**COACH, THE ULTIMATE INTERVIEW**

**PHILADELPHIA, PA — 2006**

A day-long commitment to four students with Junior and Senior standing who attend vocational/technical schools reviewing and revising resumes, performing mock interviews and providing coaching and mentoring support from an academic professional.

**CO-PRESENTER, NATIONAL ORIENTATION DIRECTORS ASSOCIATION ANNUAL CONFERENCE**

**MIAMI, FL — 2005**

"Starting a Parent/Family Association" Sharing the process for development of a parent association on the Drexel University campus with other higher education professional

**PANELIST, NATIONAL ORIENTATION DIRECTORS ANNUAL CONFERENCE**

**SALT LAKE CITY, UT — 2006**

The Orientation Professionals Institute - Highlighting the network of orientation professionals, career opportunities and mentorship that resulted from this experience.

**SUMMER/AFTER SCHOOL PROGRAM VOLUNTEER, BRINGING EVERYBODY TOGETHER (B.E.T)**

**PHILADELPHIA, PA — 2001-2002**

Facilitated summer and after school sessions with students spanning grades pre-k - 10

**BOARD MEMBER AND PUBLIC RELATIONS REPRESENTATIVE**

**LEE MING CHINESE SCHOOL, SIMPLIFIED DIVISION - BLUE BELL, PA, 2004 - 2005**

Compose press releases and media advisories, coordinate and conduct community outreach measures for school events and coordinate community service initiatives for a language school that offers Chinese language instruction, cultural and educational classes to students from pre-k to grade 10.

**PROFESSIONAL MEMBERSHIPS**

**NASPA** (National Association of Student Personnel Administrators)

**NODA** (National Orientation Directors Association)

**ACPA** (American College Personnel Association)

**NACAC** (National Association for College Admission Counseling)

**WACAC** (Western Association for College Admission Counseling)

**COMPUTER APPLICATIONS**

PC and MAC proficient. Microsoft Office XP including Access. Working knowledge of database systems, SCT Banner, Brio Insight systems, PeopleSoft, and Hyperion. General knowledge of Filemaker Pro. Functional ability with Dreamweaver, Adobe Photoshop, Illustrator and InDesign.

MAR 25 2010

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CITY OF MILPITAS  
COMMISSION/COMMITTEE APPLICATION

COMMISSION APPLYING FOR ART / Public Art

appt.  
5/7/10

PROVIDE COMPLETE INFORMATION (in black ink)

Mr.

Mrs./Ms.

Name: VAN First PHAN Middle NGUYEN Last

Address: 940 COVENTRY WAY Number MILPITAS Street (apt. # if needed), Milpitas CA 95035

Telephone Number(s) [Redacted] e-mail address [Redacted]

Present Employer N/A

Business Telephone  
IT Engineer  
Occupation

Address

Education: If Youth Advisory Commission applicant, indicate your grade/school: \_\_\_\_\_

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
<u>SAN DIEGO UNIV.</u>	<u>BUSINESS</u>	<u>1997</u>	

List community organizations to which you belong or have belonged (additional information may be attached). If application is for Veterans Commission, indicate branch and service in any U.S. military organization (retired or active duty).

Date	Name of Organization or Branch of Military	Officer / Member
<del>_____</del>		

Briefly describe the personal qualifications you possess which you believe would be an asset (additional information may be attached):

See attached resume

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

[Signature]  
Signature

3/22/10  
Date

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Mail, fax (586-3030), e-mail (mlavelle@ci.milpitas.ca.gov) or drop off your completed application to  
City Clerk, 455 E. Calaveras Blvd., Milpitas, CA 95035

IT Engineer / Technical Support Engineer II  
Group 1 Software, Mountain View CA

8/2002 - 8/2006

- Performed rigorous tests, simulating customer environments in the test lab
- Experience in designing test plans, test processes, and methodologies
- Responsible for writing comprehensive test plans, cases and test tool development
- Responsible for onsite customer projects given by sales engineering & professional services
- Assembled and maintained multiple networked environments for reproduction in test lab
- Analyzed network bottleneck, testing network performance
- Used traffic generators (Ixia, Smartbits) to test network performance

Technical Support Engineer I  
Sagent Software, Mountain View CA

8/2000- 7/2002

- Researched customer claims and validated technical problems
- Provided customer direction of their software issues
- Troubleshoot software issues for data solutions software
- Produced documentation to detail product configuration, test methods and results
- Corresponded and presented to consulting engineers on specific projects
- Worked closely with software developers to resolve customer issues

#### *Education*

Business Administration: Information Decision Systems  
San Diego State University, CA

9/1997 – 5/2000

De Anza College, CA

9/1994 –6/1997

#### *Affiliations/Interests*

LEAD, non-profit organization [www.lead-us.org](http://www.lead-us.org)

LIONS International – San Jose Viet-American Chapter

- Technology Chair

Delta Sigma Pi, the Professional Business Fraternity

- Senior Vice President
- Finance Vice President
- Community Service Chair

West Coast Tae Kwon Do

- 2<sup>nd</sup> degree black belt
- Former Instructor

Bowling – AMF league Mission Lanes

Poker – World Series 2006

**CITY OF MILPITAS  
COMMISSION/COMMITTEE APPLICATION**

*appt. 5/4/10*

PROVIDE COMPLETE INFORMATION (in black ink)

AUG 25 2009

*Community Advisory Commission*  
COMMISSION APPLYING FOR ↑

Senior Advisory Commission applicants only: are you a member of Milpitas Senior Center? YES / NO

RECEIVED

Mr.  
 Mrs./Ms.

Name: MARIA "Mia" BRADWAY WINTER  
First Middle Last

Address: 867 RIVERA St., MILPITAS, CA 95035  
Number Street Apt. #

Telephone Number(s) e-mail address

Present Employer CISCO Business Telephone 408.853.6557

Address 170 W. TASMAN, SAN JOSE, CA 95134 Occupation SR. PROGRAM MANAGER

Education: If Youth Advisory Commission applicant, indicate your grade/school:

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
SAN JOSE STATE UNIVERSITY	PUBLIC RELATIONS	1985	B.A.
CHABOT College, WAKILAND, CA	BUSINESS	1971	A.A.

List community organizations to which you belong or have belonged (additional information may be attached):

Date	Name of Organization	Officer / Member
1983-85	WILLOW GLEN FOUNDERS DAY COMMITTEE, PR DIRECTOR	OFFICER
1983-85	SOUTH BAY CORRESPONDENT, PHILIPPINE NEWS, SF	COMMUNITY JOURNALIST
1985-1987	LABOR DAY BLOCK PARTY ORGANIZER	LEADER
1974-Present	Homeowner (with) pride of ownership. Neighborhood Watch, Neighborhood Beautification.	

Briefly describe the personal qualifications you possess which you believe would be an asset (additional information may be attached):

- I'm a NATURAL BORN LEADER WITH EXCEPTIONAL COMMUNICATION SKILLS
- I VIEW PROBLEMS AS OPPORTUNITIES, FOCUSING ON RESULTS.
- I LOVE MILPITAS.
- MY CREATIVITY, ENTHUSIASM, PROGRAM MANAGING MANAGEMENT SKILLS AND EXPERIENCE WILL BRING A FRESH PERSPECTIVE TO THE COMMUNITY ADVISORY COMMISSION.

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

Maria Bradway Winter  
Signature

8.21.09  
Date

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