

Submission # 2845177
IP Address [REDACTED]
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Application for Commission / Committee

* Commission / Committee

Arts Commission

* Full Name

Angela Caprini

* Residence Address

[REDACTED]
Brentwood CA 94513

* Phone

[REDACTED]

* Email

[REDACTED]

* Professional and/or Community Activities

I have volunteered with the octoberfest and have been involved with my neighborhood activities and helping to start the implementation of a speed bump for my community. I spend many hrs volunteer with our less fortunate students and in my church with the creative art small group. I help to implement creative murals and designs for events for my former city of San Mateo. With my daughter's former school. I oversaw all fundraisers and designed the murals for each annual chili cook off as well as helped with our multi-cultural dances and costume for our heritage festivals. In college I studied art history and the impact on current society. My now passion is trying to implement a program that focuses on a form of therapy will help autistic children with sensory issues and to calm anger and help their form of expressions.

* Qualifications to serve as a Commissioner or Committee Member

Many of my qualifications are not school taught but life taught. I have served on the school site commission for my daughter's elementary school in Burlingame. I also served on the union committee for my former school district in San Mateo. I have lead union committees and oversee the local elementary school art program in Burlingame. I have taken courses on how to be an effective team member (Hr skills) and have over 20 yrs experience working for the public sector and have sat on school district board meeting as secretary. I have a love and passion for all forms of art for not only our wonderful youth and elderly but all members of the community and with my experience in cultural diversity and economically challenged background I come with a unique appreciation and outlook and creative ideas for all forms of art past and present.

Resumes or Additional Attachments

resume.pdf

Disclaimer and Acknowledgement

I certify that my answers are true and complete to the best of my knowledge and that my legal residence is within the city of Brentwood.

* Full Name

Angela Caprini

* Date

11/27/2023

Members appointed to the City's Boards and Commissions are required to file a Statement of Economic Interests, Form 700, which is a public document.

In accordance with the Public Records Act, applications and attachments submitted are considered public records and will be disclosed upon receipt of a public records request. While the City will endeavor to protect personal contact information from disclosure, confidentiality cannot be guaranteed.

Single Line Text

Arts Commission

Single Dropdown

SKIPPED

Angela D. Caprini

Administrative Professional

Contact

██████████
Bay Point, CA 94565

cell: ██████████

email: ██████████

Key Skills

Processing work order
Understanding the Laws and
Practices of HR Department
Billing and order reconciliation
Data entry
Using a variety of HRI
systems
and software
SAP software advance level
Call center/support care
Background verifications
Business service Laws
COBRA administration
Payroll
Invoicing
Transcription
High experience in analysis and
interpreting data

Experience

2019-Present

Personnel Specialist-Millbrae School District

Talent Acquisition

- Facilitated recruitment processes and activities, including preparing job postings, calling applicants, scheduling testing and interviews, coordinating recruitment events and advertisements, and processing applicant paperwork and background checks
- Responded to applicant calls and provided information as necessary
- Testing & Selection
- Proctored and administered paper and computer-based pre-employment tests, ensured all applicable policies, guidelines, and protocols were followed and included in the testing process
- Scored pre-employment tests efficiently, accurately, and fairly
- Reviewed testing results and performed data analysis to ensure testing standards were met and reported any testing irregularities to senior leadership
- Employee Records
- Performed employee records maintenance: created new employee files, processed and files employee records, responded to employee record requests, and prepared files for legal proceedings
- Prepared and ships files to off-site storage facility according to filing and storage standards
- Responsible for employment verification requests
- Responsible for FMLA claims and requests as well as processes all LOA/CFRA Leaves and COVID leaves
- COVID tracking and reporting task force
- Attend Board Meetings and take minutes
- Works with Superintendent in reviewing all district correspondences
- Reclassifying CAEA job descriptions and researching salaries and placement n salary schedules
- Synergy data input
- Changing files from paper to electronic

• *2019 – 2020*

Contracted Administrative Assistant • City of Palo Alto Utilities Dept.

- organizing water, gas and wastewater minor work order files
- data entry for all inbound work orders and payments

2018 - 2019

Office Specialist I • Real Properties Management

- manage all inbound calls (~100 calls a day)
- input work orders for all county repair using SAP
- reconciled work order requests using SAP software
- first line of defense for trouble shooting maintenance emergencies
- created badges for county employees and assigned access permissions

- ongoing SAP software training and updating courses

2013 - 2018

Admin. Assistant II/Legal Secretary in training • Nevada State Taxicab Authority (Law Enforcement Regulatory agency division)

Administrative duties:

- managed payment processing for all court related payments
- process all other forms of applications as prevalent to drivers needs
- data entry for all driver licensing requirements
- customer service for ~ 200 inbound customer calls per day
- transcribed court minutes for depositions, testimonies, and BOD meetings

Legal Secretary:

- manage Livescan fingerprinting process
- manage criminal background check process for all drivers
- manage warrant review and investigation process with chief

2004- 2013

HR Assistant • San Mateo Union High School District

Talent Acquisition for Substitute Teachers (Certificated)

- Facilitated recruitment processes and activities, including preparing job postings, calling applicants, scheduling testing and interviews, coordinating recruitment events and advertisements, and processing applicant paperwork and background checks
- Responded to applicant calls and provided information as necessary
- Testing & Selection
- Proctored and administered paper and computer-based pre-employment tests, ensured all applicable policies, guidelines, and protocols were followed and included in the testing process
- Scored pre-employment tests efficiently, accurately, and fairly
- Reviewed testing results and performed data analysis to ensure testing standards were met and reported any testing irregularities to senior leadership
- managed payroll for substitute teachers
- COBRA benefits administration
- managed HRIS system
- ordered all office supplies
- served as relief receptionist

References

Available upon request