

Rossana Cabrera

rcabrera@usc.edu

September 15, 2005

Michael Ureña
President
NANDC
P.O Box 7223
Los Angeles, CA 90007

Mr. Michael Ureña:

The reason for this letter is because I am aware that the Area 2 Representative position in the Empowerment Congress North Area Neighborhood Development Council (ECNANDC) is vacant.

I would like to apply and be considered for this position. According to the By-Laws and Operating Guidelines of ECNANDC, the qualifications for a Council Governing Body must be to be at least 16 years of age and must live, work, attend religious organizations or school, or own a business or property within the Neighborhood Council boundaries. In addition, possible representative must qualify for NANDC voting membership within the geographic sub-area of NANDC of which they wish to represent. I meet all the necessary requirements, as I am over the age of 16, I live, work, am a student, and am an active voter within the Neighborhood Council boundaries. In addition, I have been attending ECNANDC's regular monthly meetings, been present at monthly discussion meetings, and attended the Youth Committee meeting. I believe my involvement shows that I am interested to be a part of this exciting and rewarding Council in order to improve the quality of life for people who live, work, attend school and religious temples, and/or own property/business within the Neighborhood Council boundaries. It is my understanding that the previously elected representative has not attended more than 4 meetings. Therefore, I am asking to have his seat because he has not been present.

Attached please find my resume and ten signatures from neighbors, students, and coworkers who are within the Neighborhood Council boundaries as support for my consideration for the ECNANDC Area 2 Representative position.

If you have any questions or need further information, please feel free to contact me at

[REDACTED]

Thank you for your consideration, and hope to hear from you soon.

Regards,

Rossana Cabrera

Attachments

ROSSANA NINETTE CABRERA

• rcabrera@usc.edu

SUMMARY OF QUALIFICATIONS

- Exceptional planning and organizational skills
- Solid interpersonal skills
- Possess exceptional communication and written skills in English and Spanish
- Highly motivated and initiative
- Great attention to detail
- Team player
- Extremely professional
- Troubleshooter

PROFESSIONAL EXPERIENCE

UNIVERSITY OF SOUTHERN CALIFORNIA (1997 - Present)

Los Angeles, CA

Career and Protective Services

Program Specialist (01/05 - Present)

- Home department coordinator
- Administer payroll functions
- Maintain, administer and update time for department comprised of about 300 employees
- Assist conducting departmental New Employee Orientation
- Lead facilitator/liaison of new university-wide on-line timekeeping system (OTiS)
- Conduct training to all the department's non-exempt employees to prepare for OTiS and transition to biweekly payroll

Administrative Services Coordinator I (09/98 - 12/04)

- Served as direct executive assistant to the department's Associate Senior Vice President and Associate Vice President
- Monitored, reconciled, analyzed and maintained a budget of over \$1M
- Reconciled account status report (ASR) on a regular basis
- Forecasted and developed budget projections
- Proofread outgoing correspondence for both Associate Vice Presidents
- Compiled and edited monthly reports for distribution to the Senior Vice President of Administration
- Coordinated meetings, workshops, departmental retreats, special events
- Booked conferences
- Prepared travel arrangements, itineraries and reimbursements
- Performed background screenings for potential USC employees in our Employee Recruitment Services office
- Timekeeper for the clerical and executive management staff
- Organized several departmental moves within campus
- Coordinated departmental security with the Department of Public Safety
- Involved in developing a departmental Rewards and Recognition Program

Safety & Risk Management Services

Secretary II (11/97 - 08/98)

- Coordinated USC Staff Development courses
- Created spreadsheets and reports
- Typed and edited routine correspondence
- Performed general secretarial duties

AIRPORT CHIROPRACTIC CENTER (07/90 - 11/97)

Los Angeles, CA

Office Manager

- Oversaw and maintained patient records and filing systems
- Billed and collected daily (health insurances, legal law firms, and workers' compensation)
- Conducted therapy for patients under doctor supervision
- Prepared files for subpoenas
- Inventoried equipment and office supplies

ALLIED EDUCATION CORPORATION (01/90 - 07/90)

Los Angeles, CA

Registrar

- Administered student records
- Supervised attendance clerk
- Processed deferments
- Managed highly sensitive and confidential records

ED SAVIN PROPERTY MANAGEMENT (01/89 – 12/89)

Montebello, CA

Secretarial Bookkeeper

- Processed payroll
- Accounts payable and receivable
- Reconciled bank statements

SKILLS

- Proficient in:
 - WordPerfect
 - Microsoft Excel, PowerPoint, Word and Access
 - Internet web browser and research skills
- Managed employment opportunities web page
- Type 70 wpm

EDUCATION AND TRAINING

University of Southern California (09/05 - 05/07)

Los Angeles, CA

Master of Health Administration

University of Southern California (08/02 - 05/05)

Los Angeles, CA

B.S., Public Policy, Management and Planning

Public Management Emphasis

American Business Institute (02/89 – 11/89)
Diploma in Word Processing

Los Angeles, CA

Courses taken at USC:

Home Department Coordinator Workshop (05/05)

Financial Downloading System (FDS) Course (11/99)

HTML 4.0 Programming Course (10/99)

Financial Administration & Performance Courses (05/98, 09/99)

Accounting Series Courses (03/98, 04/99, 07/99)

Business Writing Course (01/99)

Beginning & Advanced PowerPoint Courses (10/98, 12/98)

Microsoft Excel Course (10/98)

AFFILIATIONS AND ACTIVITIES

- California Latino Caucus Institute (CLCI) Conference (06/2005)
- Olympic Torchbearers Celebration Volunteer (06/04)
- Pasadena Union Station Volunteer (1999 - Present)
- Saint Vincent School Fiesta Committee Member (1998 - Present)
- Big Brothers Big Sisters of Greater Los Angeles Mentor (2001 - 2002)
- University of Southern California Literacy Project Volunteer (2000)
- Assemblyman Gil Cedillo's 46th District Health Fair Volunteer (2000)
- Saint Vincent School Treasurer (1999 - 2001)
- University of Southern California Staff Assembly Member (1999 - 2000)
- Christmas in April Volunteer (1998 - 2001)

**Signatures for Rossana Cabrera
ECNANDC Ares 2 Representative Support**

1. Jessica Morales

[REDACTED]

2. Doris Meunier

[REDACTED]

3. Addie Morgan

[REDACTED]

4. Patricia Davis

[REDACTED]

5. Kathy Stubaus

[REDACTED]

6. Maria Merida

[REDACTED]

7. Ivonne Umaña

[REDACTED]

8. Edgar Manuel Valencia

[REDACTED]

9. Mariana Martinez

[REDACTED]

10. James Lynn

[REDACTED]