

Boards & Commissions Application Form

Profile

Renate

First Name

Chamberlin

Last Name

elsa479@msn.com

Email Address

PO Box 72

Street Address

Suite or Apt

Maricopa

City

AZ

State

85139

Postal Code

Mobile: (520) 431-3339

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Heritage District Citizen Advisory Committee

Are you applying based on a request from a member of City Council?

Yes No

Christian Price

If so, please indicate which Council member:

City Resident

Residency Status:

If residency status is non-resident, do you own property or a business within the City of Maricopa?

Yes No

Interests & Experiences

Briefly tell us about your experience and education:

I was an executive secretary in the past. Held jobs assisting the elderly and handicap. Also worked for Holiday Inn.

Briefly tell us why you want to serve on this board/committee/commission:

I served one term under Mayor Smith and am serving one term under Mayor Price. I would love to continue to serve on this committee as i have a great interest in the Heritage District.

When are you available for meetings?

As scheduled by the committee.

Are you a graduate of the City of Maricopa Citizens Leadership Academy?

Yes No

5 or 6 years ago

If so, what year did you graduate?

Are you at least 18 years old and registered to vote in Pinal County?

Yes No

Have you lived within the City's Incorporated Limits for at least one year?

Yes No

Have You Served On Any Boards, Commissions, Committees, or Task Forces In the Past?

Yes No

If so, Please List:

[Fw Heritage District Advisory Committee.pdf](#)

Upload a Resume

Board-Specific Questions

Certain boards and committees have special requirements. If you have selected a board with such requirements from the list above, this section will contain additional questions for you to answer.

Additional Information

PLEASE NOTE THAT THIS APPLICATION IS CONSIDERED PUBLIC RECORD AND MAY BE POSTED ON THE CITY'S WEBSITE AS PART OF THE CITY COUNCIL MEETING PACKET

Please Contact Us With Any Questions

Vanessa.Bueras@maricopa-az.gov

520-316-6970

In addition to submitting this form online, you may also print this form and apply via any of the following methods:

By Fax

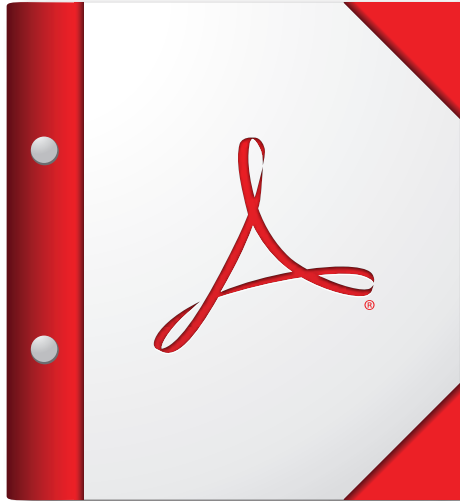
520-568-9120

By Mail

City Clerk, City of Maricopa 39700 W. Civic Center Plaza Maricopa, AZ 85138

In Person

City Clerk, City of Maricopa 39700 W. Civic Center Plaza Maricopa, AZ 85138



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Boards & Commissions Application Form

Profile

Lucia

First Name

Rodriguez

Last Name

luzrodriguez23@yahoo.com

Email Address

PO Box 363

Street Address

Suite or Apt

Maricopa

City

AZ

State

85139

Postal Code

Home: (520) 560-8755

Primary Phone

Home: (520) 568-8315

Alternate Phone

Which Boards would you like to apply for?

Heritage District Citizen Advisory Committee

Are you applying based on a request from a member of City Council?

Yes No

If so, please indicate which Council member:

City Resident

Residency Status:

If residency status is non-resident, do you own property or a business within the City of Maricopa?

Yes No

Interests & Experiences

Briefly tell us about your experience and education:

Reapplying, currently sit on the Heritage District Committee. Would like to continue to serve.

Briefly tell us why you want to serve on this board/committee/commission:

This is my district, this is where I live and am proud to serve my community.

When are you available for meetings?

When ever we meet, I am flexible.

Are you a graduate of the City of Maricopa Citizens Leadership Academy?

Yes No

If so, what year did you graduate?

Are you at least 18 years old and registered to vote in Pinal County?

Yes No

Have you lived within the City's Incorporated Limits for at least one year?

Yes No

Have You Served On Any Boards, Commissions, Committees, or Task Forces In the Past?

Yes No

If so, Please List:

[Lucia_Rodriguez_resume_2012.pdf](#)

Upload a Resume

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By Mail

City Clerk, City of Maricopa 39700 W. Civic Center Plaza Maricopa, AZ 85138

In Person

City Clerk, City of Maricopa 39700 W. Civic Center Plaza Maricopa, AZ 85138

Lucia A. Rodriguez
PO Box 363
Maricopa, AZ 85139
520-560-8755
luzrodriguez23@yahoo.com

SUMMARY

Experienced mature business professional with knowledge of general human resources/personnel policies, programs, practices and procedures while providing strong leadership skills.

QUALIFICATIONS

- Extensive knowledge and experience in the technical support field.
- Highly experienced in Microsoft office, Excel, Power Point, Outlook, Word
- Responsible for uploading patches, updates to main frame at Casa Grande Regional Medical Center, replaced the contracted consultant.
- Responsible in keeping and meeting deadlines by utilizing Outlook. Managed all City Sub-committees, and board, and commission agendas. Responsible for maintaining agendas were posted to the City's website as well as all other venues in a timely manner.
- Ability to work in fast paced and high volume environment with accuracy and timeliness.
- Bilingual Spanish speaking.
- Exceptional critical thinking skills, listening and reasoning skills.
- Excellent communication skills, multitasking and experienced supervisor leadership skills.
- Exceptional customer service skills in person, phone, email and e-gov communications.
- Excellent data entry skills with attention to detail and accuracy.
- Well organized and a self starter.
- Maintained ability to work independently within a team setting.
- Maintained and used discretion when interfacing with employees, the public and internal and external customers.
- Strong written and verbal communication skills with the ability to create and keep detailed records.

WORK EXPERIENCE

2011-2012

City of Maricopa
Maricopa, AZ

Administrative Assistant Human Resources

Responsible for job posting submitted job posts to all local and outside venues. Responsible for the recruitment process, sat on interviews, verified applicants met the minimum qualifications for the open position. Responsible for notification to all applicants who applied for a position via email. Scheduled candidates for interviews. Responsible for processing all new employee paperwork, verified background, drug screening, education verification, and verified personal references. Collected applications from candidates, interview packets and scanned to the HR drive. Prepared Offer letters, entered new employees into the database, and prepared personnel, medical, and I-9 files. Prepared orientation handbooks and enrolled in new employees in the orientation process. Responsible for enrolling new employees in the benefits module. Maintained employee database. Responsible for processing and reporting Worker's Comp injuries, processed FMLA forms for employees. Reserved board rooms for interviews, scheduled the panel according to the panel's availability. Prepared the interview packets, as well as score sheets matrix for interview panel. Responsible for employee action forms, medical forms, payroll forms and employee personnel files with the utmost confidentiality and respect to employees. Responsible for scheduling board meetings, working with the City Council members and outside vendors confirming agendas were properly posted, verified board rooms were scheduled and reserved. Responsible for preparing correspondence in letters, agendas to boards, and sub-committees such as Merit Board, Personnel and Benefits Sub-committee. Responsible for receipting invoices, monthly credit card invoices to the director. Responsible for ordering office supplies. Responsible for filing, answering incoming calls, report writing, and all administrative duties.

2009 - 2011

City of Maricopa
Maricopa, AZ

Customer Service Representative for City Clerk Dept.

Report writing, data entry, receipting funds for Alarm permits, Police reports, Police admin hearings, passports, library fines, business licenses, bus passes and public records requests. Processing business licenses, passports. Maintained all City Commission and board agendas, responsible for uploading the agendas to city website and distributed to all city employees and local press, then posted to local public locations. Responsible for all mail, FedEx, certified and USPS for all city employees. Maintained accurate business license database to be able to process business license renewal forms and billing for the new year. Create and maintain accurate report writing skills for data retrieval from Munis software system. Distributed weekly reports to Economic Development Director/Marketing and outside customers of new business licenses generated within that week. Maintained accurate record keeping with backup resolutions of all agendas and public notices for the purpose of public meetings.

2006 - 2009
Customer Service Rep/Supervisor Maricopa Broadband Communications
Maricopa Broadband, AZ
Hired as a customer service representative later was promoted to supervisor.
Responsible for receiving payments, and balancing a cash register. Responsible for credit card transactions. Promoted and marketed monthly specials in regard to cable movie promotions, internet bundles and VOIP phone bundles. Provided customer service to customers resetting passwords to internet accounts, Pinged customer's modems, troubleshoot customer's DVR's.
Responsible for recruiting and training new employees, manager of the customer service support staff and installation technicians. Processed monthly statements to all customer base.
Created and maintained reports to director of monthly, quarterly, and end of year financial reports, accounting, billing, and collections.

2001 - 2006
IS Support Specialist Casa Grande Regional Medical Center
Casa Grande, AZ
Managed the IS support help desk. Logged incoming work-orders for desktop and/or application support assistance; assigned ticket and support technician based on issue
As helpdesk software administrator, established user accounts and maintained associated databases
Build, maintained, monitored and provided operational support for helpdesk application to ensure continuous availability and accuracy of database tables
Provided first level technical assistance to end users including, but not limited to: replicating errors, re-set of desktop and printers
Assigned priorities and managed provision of desktop application and technical support activities to ensure timely completion of work order in accordance with established schedule
Developed customized and ad hoc end user reports as requested
Maintained inventory database of all issued technology and communication equipment to ensure accurate records and tracking hospital owned property
Regularly checked progress of assigned work-orders; provides follow up as appropriate
Maintained department log of all software licenses issued; notifies Director as needed for additional licenses to ensure compliance with all requirements
Prepared and presented reports and analyses of activities.
Participated in departmental orientation, on the job training and quality assurance programs/initiatives
Participated in a variety of department and hospital educational programs to maintain current skill and competency levels; identifies and discussed performance or training needs with Supervisor
Responsible for processing payroll to over 400 employees with backup resolution.
Processed weekly accounts payable with backup resolution created and maintained financial report writing month end, quarterly and year end W-2 processing to all employees, with backup resolution
Maintained new upgrade software installations to the main frame at CGRMC.
Responsible for installing the updates to the test environment, then communicated all information to staff according to their particular department about any new changes prior to going live with the new update.
I operated with a level of discretion and operated with a high level of competence.
Responsible for ordering computers, printers, software, licenses for each department in the CGRMC facility.

1998 - 2001

Ak-Chin Indian Community
Maricopa, AZ

Human Resource Administrative Assistant

Responsible for all new employee hire processing.

Performed paraprofessional personnel work. Assisted in recruitment process, posted job postings, maintained employment eligibility lists, answered questions and concerns internally and externally regarding recruitment processes.

Responsible for maintaining accurate records as benefits coordinator, verified and processed employee time cards, maintained employee COBRA, LTD, STD, FMLA and Workman's comp benefits for all employees. Maintained critical time records in regard to COBRA benefits had to maintain the employees received their COBRA letters in a timely manner, this carried over to Workman's compensation benefits. In regard to employee benefits it must all be handled in a timely manner.

Held a position on the 401K board. I was secretary took notes and documented and updated the employees on any changes to their benefits.

Reported and kept the director apprised of all human resources related issues, used discretion and operated with a high level of competence.

EDUCATION

2011 Coaching, Mentoring and Management Skills
Certified

Phoenix, AZ

2012 Passport Processing
Certified

Tucson, AZ

2009 University of Phoenix
Bachelors Degree in Business Management

Phoenix, AZ

VOLUNTEER Secretary to the Heritage District Committee