

South Gate City Clerk Application

Name: Stephani Galvez

 (First name) (Middle name) (Last name)

Address: 10117 1/2 San Anselmo Ave. South Gate, CA 90280

Contact Information: 3233171614 ms.stephgalvez@gmail.com

 (Phone) (Email)

How long have you lived in South Gate: 20+ years

 (Years/Months)

Are you a registered to vote in South Gate: Yes

 (Yes/No)

What is your highest level of education? Bachelor's Degree

Describe any municipal government experience:

Please state why you would like the City Council to appoint you to the position: (No more than 500 words)

As a recent graduate from California State University, Long Beach, I obtained a bachelor's degree in Sociology, a minor in political science, and a Legal Studies certificate. My studies in local social problems and recent political discourse have led me to take an interest in civic engagement; more specifically, how I can make a difference in my community. It's become clear that many issues that impact the daily lives of our residents can be resolved or addressed through local government; however, this involves constant communication to ensure contributions from local residents. If appointed to the City Clerk position, I will make sure that all notices for the public are disseminated in a timely manner and that residents feel better informed about what is occurring in our city. My past leadership experience as Chapter President and Treasurer of Beta Delta Chapter, Lambda Theta Alpha, Latin Sorority, Inc. shows that I can operate within established rules and stay up to date on any changes. Not to mention, my leadership in organizations like Fostering Futures Student Organization and Law Society has exposed me to budget preparation and analysis, minute/agenda preparation, and knowledge of Robert's Rules of Order. Currently, I serve our high school and community college population as a Senior Writing Tutor at the South Gate Writing Center, ELAC. In the center, I am in charge of training new tutors, taking the lead in presentations, and managing day-to-day preparations.

Describe any other information you may wish the City Council to know:

Continued... I understand that this position requires the maintenance of official legislative records, overseeing compliance per state law, and maintaining city council records. If appointed, previously mentioned duties should not be a problem since I have some exposure to legal documents and an official Legal Studies Certificate.

I was born and raised in South Gate, so I've seen the city go through many cycles of change. Since my parents were low-income working-class people, I never really felt connected to the city, nor was I taught how to engage with it since they were busy making a living. I started to realize that many people in our community have an opinion about what is going on in the city, but rarely make their voices heard to the people who can make the change. Slowly but surely, I've involved myself in local government by tuning in to council meetings, informing my connections on what is happening, and working with Dean Rios as a social media intern. Currently, one of my goals is to facilitate the establishment of a tutoring program in South Gate that can address the educational gap that developed during the COVID-19 pandemic. At the same time, another goal is to improve the flow of communication within the South Gate community. I am genuinely interested in continuing the pursuit of transparency the city council holds and committing efforts to improve our beloved city.

Applications may be accompanied by a resume describing experience and training in relation to the requirements of the position.

Stephani Galvez

Applicant Signature:

28 April 2022

(Signature)

(Date)

- By signing, I affirm the information provided in the application is true and complete.

Stephani Galvez

South Gate, CA | (323) 317-1614 | ms.stephgalvez@gmail.com

EDUCATION

California State University, Long Beach

College of Liberal Arts

Bachelor of Arts in Sociology, minor in Political Science, Legal Studies Certificate (GPA: 3.7) Fall 2020

East Los Angeles College

Associate of Arts, Sociology and General Studies (GPA: 3.9) Fall 2018

Real Estate Appraisal, Real Estate Escrow, Real Estate Sales Skills Certificates Spring 2022

WORK EXPERIENCE

Writing Center Tutor IV, East Los Angeles College, South Gate, CA Mar. 2019 – Present

- Effectively instruct students from diverse backgrounds (ESL, DSPS, International) in a variety of academic fields and provide feedback using positive reinforcement techniques to encourage, motivate, and build confidence while writing.
- Assist professors in classroom instruction as an embedded tutor, and provide supplemental instruction to college students with a focus on developing their writing skills, reading comprehension, and critical thinking.
- Envision, prepare and facilitate workshops for students, develop teaching materials, and lead student enrollment fairs.

Student Services Assistant, Guardian Scholars Program, Long Beach, CA Sept. 2020 – Dec. 2020

- Performed all receptionist duties, such as screening calls and working with customers/student/faculty face to face—directed all to the appropriate department to meet their immediate needs with individualized accommodations.
- Sorted, scanned, and cataloged parcel/package information for students using specialized office software.
- Facilitated communication between students and office staff to ensure time-pressing issues were addressed quickly.

Assistant Manager, Floristeria El Paraíso, Passaic, NJ July 2014 – May 2016

- Coordinated all incoming inventory, and replenished diminishing merchandise in order to meet daily customer demand.
- Worked closely with vendors, negotiating pricing, and quantity order information to get the best return on investment.
- Audited debit/credit accounts for any discrepancies as well as garnered weekly reports of sales, recording any and all discrepancies via Excel, and notifying a direct supervisor.

LEADERSHIP

Founder, Fostering Awareness Committee, California State University, Long Beach Jan. 2020 – Dec. 2021

- Set up strategies to guide and direct the activities of the committee to create a resource fair for students who come from a disadvantaged backgrounds and can benefit from this environment of inclusion at the university level.
- Correspond with campus organizations, either virtually or in-person, regarding new initiatives and org. recruitment.

Treasurer/President, Lambda Theta Alpha Latin Sorority, Incorporated, Beta Delta Chapter Dec. 2019 – Dec. 2020

- Keep updated records of the financial status of the chapter and submit financial reports to the area finance supervisor.
- Chair all fundraising efforts while following all internal control policies and delegating with executive board as needed.

Public Relations/Vice-President, Fostering Futures, California State University, Long Beach Sept. 2019 – Dec. 2020

- Create connections with Foster Youth and promote an awareness of resources in the community that will guide them to achieve their goals through academics, networking, and mentorship; overall improving retention and graduation rates.
- Publicize relevant club events on social media platforms that will attract student attention and increase participation.

President, Alpha Kappa Delta Honor Society, California State University, Long Beach Sept. 2019 – Dec. 2020

- Pioneer events that foster a strong student-professor community, while showing the strengths of the sociology field.
- Mobilize members to collectively participate in volunteer work, professional development, and network outreach.

ADDITIONAL SKILLS & INTERESTS

Computer: Microsoft Outlook (Word, Excel, PowerPoint), SPSS Statistics, Social Media, Databases, Google Workspace

Language: Fluent in Spanish (Verbal, Written, Interpretation), Beginner ASL

Soft Skills: Negotiation, Adaptability, Delegation, Confident, Diversity Awareness, Analytical, Interpersonal Skills

Interests: Documentaries, Action Films, Q.P.R (Question, Persuade, Refer) Certified, C.P.R Certified, Beach Clean-ups

AWARDS: Nick Massaro Outstanding Graduate Award

May 2021