

## South Gate City Clerk Application



Name: Brenda Andrea Moran Garcia  
 (First name) (Middle name) (Last name)

Address: 9530 Dearborn Ave Apt.C South Gate CA, 90280

Contact Information: (323)702-1112 brendam\_217@yahoo.com  
 (Phone) (Email)

How long have you lived in South Gate: 27  
 (Years/Months)

Are you a registered to vote in South Gate: Yes  
 (Yes/No)

What is your highest level of education? High School

## Describe any municipal government experience:

My experience working at Cerritos College started as a federal work-study receptionist at the Communication Studies Department, and then became an adult hourly at the Liberal Arts Division. Being part of a large division has given me experience being in a professional and educational setting. I have experience with opening and closing the division office. As first point of contact I assist students and faculty with forms and procedures and help navigate them with directions.

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

I am familiar with R25, Schedules+, main saver, information technology tickets and teaching assignments. I work with Microsoft Office such as Outlook, Word, Excel, Access, PowerPoint and GoogleDocs. I am trained on Title IX, Drug Free Workplace, Diversity, Customer Service and Sexual Harassment. I also did the certificate program for the mental health worker at Cerritos College.

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

I have learned so much while working at the Liberal Arts Division for example, requesting rooms for division and department meetings. Maintain the copiers by ordering supplies and requesting assistance when needed. Create copy codes for new instructors and request mailboxes and extensions. I work with rise vision and keep up to date flyers on the TV screens for the building. Create a schedule of current semesters for the division and the final exam schedule. Create a distribution list for the whole division and maintain the division class schedule in a spreadsheet and make changes when needed. I work with Google doc forms by creating the office hour form and receiving them from part-time instructors and create a separate sheet for payroll purposes. Create office hour spreadsheets for full-time and part-time and maintain office hour card doors for full-time instructors. Create BP7' s and final exam schedules to assist instructors and students. I book computer lab request and input them in the division calendar. Update address book and enter the correct data entry on our division file. I also have experience working in a fast paced environment where I accepted payment from customers, and make change as necessary. Communicate with customers regarding orders, comments, and complaints. I hope that you see my strengths to join the team

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

Applicant Signature: Brenda Moran 04/16/2022  
(Signature) (Date)

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

Brenda Moran  
South Gate, CA  
brendam\_217@yahoo.com  
(323)702-1112

## **Experience**

### **Blaze Pizza, Cerritos, CA**

**2015- 2016**

- Accept payment from customers, and make change as necessary.
- Clean and organize eating, service, and kitchen areas.
- Communicate with customers regarding orders, comments, and complaints.
- Prepare daily food items, and cook simple foods and beverages using proper safety precautions and sanitary measures.
- Select food items from serving or storage areas and place them in dishes, on serving trays, or in takeout bags.
- Collect and return dirty dishes to the kitchen for washing.

### **Cerritos College, Norwalk, CA**

**2013-2020**

- .Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material. Create, maintain, and enter information into data bases.
- Operate office equipment, such as copiers, or phone systems and arrange for repairs when equipment malfunctions. Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Greet visitors, staff, or students in person or over the telephone, and ascertains the nature of their business and provides standard information related to area of assignment.
- Provides special assistance to students, including those with special need and introduce students to other services and college support.
- Maintains records and files of documents ensuring that they are processed and readily accessible. Compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Assists with scheduling and setting up events that involve registration, arranging seating and multimedia equipment, and hospitality services.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates student and business information into computer-aided systems using established formats. May update and modify web pages as approved by the supervisor.
- Maintains confidentiality of information processed or received during the course of performing assigned duties

### **Uber Eats Delivery Driver**

**2021-2022**

- GPS Navigation, Mobile Pay Technology, and Smartphone Operation
- Knowledgeable about different restaurants procedures and promotions and effective at handling concerns.
- Organized food and deliver offering consistent record of fast deliveries and friendly service

## **Education**

South Gate High School  
East Los Angeles College

## **Internships**

Low Cost Community Counseling Center  
View Heights Convalescent Hospital



# Cerritos College

October 13, 2020

To Whom It May Concern:

I have had the pleasure of working with Brenda Moran from FALL 2015 – SPRING 2020 where she served as an Intermediate Typist Clerk for the Liberal Arts Division at Cerritos College. Through this time, she built the utmost positive rapport while working with students, faculty, staff, the dean and administration.

Her ability to learn quickly, pay close attention to detail and complete tasks or projects assigned to her is outstanding. Some of these projects included updating faculty rosters, office hours, door cards, phone directory, email accounts, copy codes, and the distribution and collection of the final exam schedule. With almost 300 full and part-time faculty members, these tasks were not light.

Brenda could be relied on to manage the office independently, while maintaining a professional and calm atmosphere, even throughout the peak hours of the day. Being the front-line clerk, she would receive calls, log faculty and student messages, as well as service all in-person inquiries or requests. In addition, as a primary support to all, she would work on enrollment spreadsheets for the dean, manage the media carts and calendar, update promotional flyers for events on Rise Vision screens, and receive/maintain supplies of stock rooms. She would post for dismissed classes, and walk paperwork to approval offices such as Academic Affairs, Fiscal Services, and even the President's office. Brenda was always well received at these offices, and by faculty and students that she served. Her kind and understanding disposition was always felt each day we worked with her, and it made her presence in our office and on our team invaluable.

It is with full confidence that I recommend Brenda Moran for any position that you are considering her. Her strong work ethic, and eagerness to learn and adapt would be an asset to any team. Her exceptional attention to detail and to completing tasks in a timely manner is second to none. Her customer service skills are above and beyond; those that she serves are always happy to engage with her and always feel comfortable revisiting. I hope that you'll strongly consider adding Brenda to your team.

Sincerely,

*Jeanne Harmon*

Jeanne Harmon  
Administrative Clerk III  
Liberal Arts Division  
Ext. 2802 | [jharmon@cerritos.edu](mailto:jharmon@cerritos.edu)

**Cerritos Community College District**

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