

South Gate City Clerk Application

Name: Crystal Tapia
(First name) (Middle name) (Last name)

Address: 12233 Garfield Avenue, South Gate, CA 90280

Contact Information: 213-440-4638 (Phone) crystaltapia84@gmail.com (Email)

How long have you lived in South Gate: 14 Years (Years/Months)

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

What is your highest level of education? College Degree

Describe any municipal government experience: I do not hold any experience in municipal government.

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

I am interested in this position because I am looking for an opportunity that lets me exercise my skill in management of records and eye for detail. I currently work for a school district where I am responsible for the archival of all student records in the district. I am also responsible for responding to any request made by the public for student record and subpoenas. Additionally, I am an elected official for the CSEA local chapter, as the Communications Officer and negotiations team. As elected Communications Officer, I have provided monthly newsletters to members informing me about benefits, negotiations, issues or educating members of contract articles. As a member of the Negotiations team, I have negotiated in the last five years with the school district, members salary increases, health benefits, other types of pay such as stipends and contract articles. Another reason I am interested in this opportunity is simply because I am a resident of South Gate. As a child living in South Los Angeles, I remember driving by the city of South Gate and being amazed by its beautiful park and shopping stores on Tweedy Mile. I dreamed of one day living in South Gate. I was able to achieve my dream to live as an adult and raise my family in the city of South Gate in the last 14 years. We have participated in programs the city offers such as dance classes in South Gate park and AYSO soccer in Hollydale. I also believe that this opportunity will lead me to help the South Gate community.

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

Thank you for your time and consideration.

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

Applicant Signature:  \_\_\_\_\_ 4/27/2022 \_\_\_\_\_  
(Signature) (Date)

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



# CRYSTAL TAPIA

Los Angeles, California, United States ♦ Phone: (213) 440-4638 ♦ Email: crystaltapia84@gmail.com

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## EDUCATION

2019 – 2021

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS** Bachelor of Arts, Advertising and Public Relations

## EXPERIENCE

06/2016 – present

### **LYNWOOD UNIFIED SCHOOL DISTRICT**

Lynwood, CA

#### ***District Records Technician***

- Correcting and updating electronic student files
- Ensure that all documents requests are completed
- Index each student record document in the scanning system, which includes, but is not limited to: verify that images are correct, legible and accounted for
- Insures that all record keeping and information disbursement complies with local policies, federal and state laws
- Locating, compiling and distributing requested files, documents and information
- Maintain a good working relationship within the department and other departments
- Maintaining daily inactive student logs
- Processing inactive and closed files in preparation for scanning to off-site storage
- Provide excellent customer service
- Responsible for coordinating the release of student records information to lawyers, state, and federal
- Responsible for processing of subpoenas and court orders
- Scanning, filing and photocopying
- Assist with counter duties and walk-in requests
- Create, access, and update student records in the database
- Provide advice and expertise to all business partners on best practices in records and information management
- Provide general information on policies and procedures to the public

01/2022 – present

### **CSEA CHAPTER 116**

Lynwood, CA

#### ***Communications Officer***

- Assist in the development of executive materials, including talking points and presentations for monthly chapter meetings
- Assist in the development of strategic communications to plan to support the organization's mission, goals, and objectives
- Assisting in the development of written and printed materials for all chapter events
- Develops communication strategies
- Develops ideas and opportunities for feature articles, interviews, presentations, and other public relations activities that promote awareness of the CSEA Chapter and its services, programs, accomplishments, or point of view including monthly newsletters
- Management of social media presence and development of social media implementation plan

01/2017 – present

### **CSEA CHAPTER 116**

Lynwood, CA

#### ***Negotiator***

- Capacity to multi-task, work under pressure and negotiate
- Liaise with key stakeholders regarding contract matters
- Manages the workflow within the group
- Negotiate master agreements, MOU agreements and other contract related matters
- Work closely with the team to identify issues in language for agreements
- Review survey results and summarize membership opinions for negotiations

01/2021 – 05/2021

### **MISSION DRIVEN PR**

Los Angeles, CA

#### ***Public Relations Intern***

- Actively contributes in group and team meetings, as well as in brainstorming, developing, and researching client programs
- Assist in developing and maintaining media lists
- Assist in pitching media and securing placements
- Built and updated media contact databases
- Conduct media outreach
- Create status reports for the Public Relations team

- Draft press materials, including news releases, media alerts, and pitch letters
- Participate in weekly staff meetings
- Research and wrote press releases

10/2014 – 10/2016

**GIRL SCOUTS OF GREATER LOS ANGELES**  
*Troop Leader Volunteer*

Los Angeles, CA

- Coordinate and attend scouts events and workshops as necessary along with other leaders
- Creating email campaigns; maintaining websites; distributing announcements to the local community; creating materials for parents of program promotion and participant recruitment; updating social media; creating print flyers and digital communications; collaborating with other leaders and staff in the network on related initiatives
- Connects the organization to the community by supporting the direct involvement of community members
- Develop volunteer training materials to describe each volunteer function
- Manage and update curriculum and provide ongoing education to the scouts
- Maintaining the scouts web site and developing social media outreach
- Organizing and promoting conferences
- Planning events including arrangements for catering

**SKILLS**

Certifications: Google Applied Digital Skills  
Computer: Adobe Acrobat, Audacity, Canva, Google Drive, Hootsuite, Microsoft Office Suite, WordPress