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01/04/2020

Dear Members of the Del Paso Manor Water District Board,

I would like to apply for the position of Board Member with the Del Paso Manor Water District recently vacated by Trish Harrington. I have been involved in sincere efforts to improve the Water District and believe the Board can be a positive force in our community with a focus on continuing to deliver clean, affordable water to the Del Paso Manor Water District.

While I have yet to serve as a board member, I have been involved in directing community efforts as part of my religious organization, directing the volunteer efforts and assignments of approximately 30 members, as well as serving on the directing council of my congregation focusing on education and communication.

I am an effective communicator and am optimistic about the future of our water district.

Professionally, I have effectively coordinated work flow on teams as large as 12 people, have extensive experience communicating with the public as well as public agencies, and have written published columns. I've also assisted in training new team members, especially with regard to new technologies and changes within the company.

My enclosed resume will provide you with more details regarding my qualifications and experience. I believe my commitment to the water district coupled with years of experience communicating well with even the most challenging of clients and coworkers will serve the Board well in our future undertakings, and I look forward to attending board meetings to assist in shaping that future.

Sincerely,



Andrew Ping



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01/07/2020

Andrew W. Ping

[REDACTED]
Sacramento, CA 95821
[REDACTED]

Education

5/1999 BA from the University of California at Berkeley in the field of Cognitive Science. C.S. is interdisciplinary, incorporating Computer Science, Linguistics, Psychology and Philosophy.
Also completed a minor in Spanish Language and Literature, focusing on grammar and linguistics.

Work Experience

CT Lien Solutions, Sacramento

07/07/2005- Senior Client Specialist for the public records research and filing company that acquired AmeriSearch. Duties are the same as with AmeriSearch, with expanded work in web-based research and increasing IT support roles. Role includes assisting in training new team members.

AmeriSearch, Sacramento

09/04/2001- Client Specialist for a public records research and filing
07/06/2005 company. Duties included order (database) entry, phone and e-mail contact with customers, preparation of basic corporate documents. Also trained other customer service representatives.

San Juan Unified School District, Sacramento

10/26/99- Substitute Teacher for the San Juan Unified School District. All grades
09/03/01 and subjects taught.

Manpower Temporary Services, Sacramento

10/12-10/22 Receptionist for AmeriSource wholesale pharmaceuticals. Mostly
1999 phone work.

9/14-10/8 Administrative Assistant/Department Secretary for Sutter Health Central
1999 Finance. Duties included scheduling using Microsoft Outlook, phone work, general clerical tasks.

The Daily Republican Newspaper, Fresno (submissions e-mailed from Berkeley)

11/1998- Staff Columnist for web-based publication. Wrote editorial column
09/2000 "View from the Terrace" weekly.

The University of California at Berkeley, Berkeley

9/1998-7/1999 Senior Clerk for the Public Affairs department. Duties mainly consisted of updating/maintaining databases relevant to press releases using Claris

Filemaker Pro. Extensive contact with the media.

The University of California Extension, Berkeley

6/1997-12/1997 Senior Clerk for the Extension certification programs. Duties mainly consisted of maintaining computer lab, assisting and training students in use of computers and software. Also installed software and cleaned viruses from all microcomputers. Some clerical work was required.

Relevant Skills

Extensive experience with use and basic maintenance of PC's, and a quick understanding of new software. Web skills have been part of work experience.