
From: noreply@civicplus.com
Sent: Monday, May 17, 2021 2:33 PM
To: Website DL - Clerk's Office; Kim Burrowes; Pedro Jimenez
Subject: [External] Online Form Submittal: Board / Committee / Commission Application

Board / Committee / Commission Application

PERSONAL INFORMATION

Full Name:* Jacqueline Kerr
Email Address:* [REDACTED]
Gender: Female

Please specify the Board, Commission or Committee you are applying for:*

[Commission on Aging V]

Which position on the Advisory Body are you applying for?*

[Resident (94608) V]

I am currently a member of the above Committee, and am seeking reappointment.*

☐ Yes

☒ No

If you are seeking re-appointment, has any of your information changed within the last 12 months?

If your answer is yes, please complete the rest of this form. If your information has not changed within the past 12 months, please only enter your name and email information above. You do not need to complete the remainder of this form.

☐ Yes

☐ No

RESIDENCY / EMPLOYMENT INFORMATION

Home Address: [REDACTED]
City: [REDACTED]
State: [REDACTED]
Zip Code: [REDACTED]

Home/Cell Phone Number: [REDACTED]

How long have you lived in Emeryville?
7 yrs

Place of Employment:

City of Oakland

Occupation:

Administrative Assistant

Business Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Business Phone Number: [REDACTED]

How long have you worked in Emeryville?
NA

Upload Your Résumé: [REDACTED]

EDUCATION / EXTRACURRICULAR INTERESTS

High School:

Woodrow Wilson

College:

City College SF

Trade or Business School(s):

Interned as a Pastry Chef Rubicon Bakery, Richmond CA

Other Interests:

Volunteering/Community Service Bowling Fishing Sunday School Teacher Biblical Counselor

ADVISORY BODY EXPERIENCE / INFORMATION

Are you currently serving on other Boards, Commissions or Committees?

☐ Yes

☒ No

Have you served on a Board, Commission or Committee before?

☐ Yes

☒ No

Please list all past and current City of Emeryville advisory boards.

NA

Please list any past and current board, commission or committee memberships outside of Emeryville.

NA

Please list all organization memberships and positions held.

2018 - Nominated for the Lynette Jung Leadership Award Each year the East Bay Asian Local Development Corporation (EBALDC) affordable housing buildings and staff nominate outstanding leaders. I have organization memberships with SEIU Local 1021, NAACP Membership since 2018, AARP

Please list any relevant work and volunteer experience.

I have volunteered for Bay Area community clean up efforts, at the Bay Area Rescue Mission as a food preparer, and as a member of the Biblical Counseling team at my church. As a tenant of the Avalon Senior Housing, I launched the Tenants Action Committee at the Avalon in 2016 to address maintenance and building issues affecting the residents. Also, through this committee the residents were able to address the need for the San Pablo Midblock Crosswalk which has been approved by the City of Emeryville.

Why are you interested in serving on this Board, Commission or Committee?

I am interested in serving on the Commission on Aging to be a community liaison/advocate between the City of Emeryville and its Senior Residents to address their specific community issues regarding safety, housing, street lighting etc..

PLANNING COMMISSION APPLICANTS ONLY

Please provide a short (300 words or less) statement discussing your ideas and attitudes about planning in Emeryville. Please consider issues such as traffic, industrial and commercial development density, affordable housing, maintaining community diversity and jobs/housing balance.

Jacqueline Kerr

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Summary

1. Purchasing experience with strong project management skills.
2. Skilled at SO / PO, blanket orders, RFQ, RFP issuance, expediting and follow-up.
3. Excellent at needs assessment, contract negotiations, and source identification.
4. Accomplished at managing supplier performance by establishing KPI's.
5. Proficient in benchmarking, competitive analysis, and in determining TCO.
6. Knowledgeable about Sarbanes-Oxley (SOX).
7. Military supply chain and requisition background.
8. Effective Team player.
9. Excellent Customer Service and verbal communication skills.

Professional Experience

1. **City of Oakland - Administrative Assistant, Public Works, Design and Construction, July 15, 2017 - Present**
 1. Handle request for information and data
 2. Resolve administrative problem and inquiries
 3. Prepare and modify documents including correspondence including reports, drafts, memos and emails
 4. Schedule and coordinate meetings, appointments and travel arrangements for managers and supervisors

5. Prepare agendas for meetings and prepare schedules
6. Open, sort, and distribute incoming correspondence
7. Maintain office supply inventories
8. Coordinate maintenance of office equipment

9. City of Oakland – WIP ASSETS Senior Employment, PWA January 2011 – December 2014

Project Management Intern

1. Perform all administrative duties in support of the Public Works, Project Delivery Division.
2. Prepare Notice to Proceed
3. Process Change Orders.
4. Submit Payment Request to Fiscal Services for processing.

5. Chevron – Global Downstream Procurement for NA Marketing Operations San Ramon, CA July 2007 – September 2008

Buyer (Temp Agency)

1. Primary point of contact in direct support for the Retail Automation Technology Business Partners for procuring products utilizing SAP Software Applications.
2. Created Service/Purchase Orders in SAP, ensuring that orders are created in a timely manner and that Contracts are valid.
3. Built and managed Analysis Reports.
4. Reviewed and approved all Ad-hoc orders created in Ariba Buyer.

5. Resolved daily supply-chain / tactical issues relating to vendor payment, goods receipt, delivery performance, pricing inquiries and other purchasing issues.
 6. Tracked and charted key performance metrics on a monthly basis.
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7. **Bio-Rad Laboratory, LSG, Richmond, CA** **July 2006 – January 2007**
Laboratory Assistant (Temporary)
 1. Performed research laboratory tasks.
 2. Made detailed observations.
 3. Monitored chemicals for expiration dates.
 4. Disposed of chemicals in accordance with HazMat SOP's.
 5. Ordered laboratory supplies / equipment, chemicals used in Quality Control.
 6. Maintained proper inventory levels.
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7. **Automatic Data Processing San Ramon, CA** **January 2000 – May 2005**
Buyer/Planner II
 1. Primary point of contact for the Ariba Suite e-Procurement tools.
 2. Created non-catalog orders in Ariba Buyer.
 3. Built and managed CIF and punch-out catalogs in Ariba Buyer.
 4. Understood vendors used by business partners and stayed abreast on what contracts were valid.
 5. Maintained good business partner relationships.
 6. Evaluated proposals to determine Total-Cost-Of- Ownership.
 7. Negotiated and managed supplier agreements, engaging stakeholders in the process to ensure accurate understanding of the products and services being requested.
 8. Reviewed requisitions for accuracy and required approvals.
 9. Created and submitted purchase orders for supplies, services and equipment from approved suppliers.
 10. Maintained purchasing records.
 11. Verified deliveries and resolved discrepancies.

Technical Skills

1. Computer literate at utilizing MS Office Suite, and Internet research.
2. Skilled a using the Ariba Buyer e-Procurement Suite.

Education

3. Advanced Supply Management Certificate Program – Cal State University East Bay (Hayward, CA) – Completed June 2010
4. Microsoft Word II, Excel I, Excel II – Diablo Valley College (San Ramon, CA)
5. Business Administration – City College of San Francisco (San Francisco, CA)