

# Winifred Chambliss

## PROFESSIONAL OBJECTIVE

*To offer my high-level organizational skills, enthusiasm, professionalism and compassion in serving as a Customer Center Representative. In that position I will utilize my demonstrated abilities of active listening, patience and critical thinking to answer questions and schedule appointments related to the COVID-19 vaccinations. I understand the trepidation many members of the community possess regarding the vaccine, and will work to allay their fears and schedule appointments as determined in the scripted responses.*

## EDUCATION

Executive Master of Public Administration  
Golden Gate University, San Francisco, CA  
Graduated May 2009

Bachelor of Liberal Arts with Emphasis in Psychology  
California State University, Monterey Bay  
Graduated May 2007

## SKILLS AND ABILITIES

Competent	Critical Thinker	People Oriented
Cooperative	Problem Solver	Able to Work Under Pressure
Patient	Team Builder	Excellent Written/Verbal Communication Skills
Responsible	Task Oriented	Proficient in Word
Honest	Dependable	Proficient in Excel
Energetic	Flexible	Detail Oriented
Dedicated	Efficient	Trustworthy
Practical	Highly Organized	Respectful

## WORK EXPERIENCE

### Monterey County Elections Department

#### *Field Inspector*

*March 2009 to present during Primary, Special and Presidential General Elections*

Monitor multiple polling places in a designated area  
Support polling place Inspectors to ensure all governing laws are followed  
Ensure voters are treated with respect and provided necessary resources to cast their votes  
Ensure votes are counted and returned to Monterey County Elections Department properly  
Respond to any and all emergencies expediently  
Provide general support to polling place Staff

### United States Census 2020

#### *Enumerator*

*July 2020 to August 2020*

In-person contact with members of the public to complete census surveys  
Electronic documentation of public's responses  
Electronic submission of responses  
Electronic timecard submission

Monterey County Water Resources Agency

*Executive Assistant to the General Manager/Clerk to the Board of Directors  
September 2006 to May 2017*

Manage Agency's Administrative Services

*Preparation/distribution/posting of Agendas  
Manage Board Meeting Logistics (Set up Board room; prepare materials; arrange meals)  
Represent General Manager at various meetings (i.e., Agenda Review with Monterey County CAO, County Counsel and Department heads; Facilities meetings, etc.)  
Transcription/preparation/distribution/posting of Minutes  
Manager of \$10 million Interlake Tunnel Project Grant  
Supervise Ordering of Supplies  
Responsible for Facilities (contract with Janitors, physical maintenance)  
Preparation of effective reports, correspondence and other written communications  
Supervise Public Records requests  
Develop and manage complex recordkeeping and reporting systems  
Make presentations and represent Agency to variety of groups and the public  
Respond to questions from public and stakeholder organizations  
Serve as Agency's Safety Officer (preparation/filing of required OSHA reports)  
Develop, interpret and apply complex regulations, policies and contracts  
Assist in compliance with Brown Act requirements  
Filing of Directors' Statements of Economic Interest (Form 700)  
Ensure Directors Completion of AB 1234 Ethics Training  
Preparation/Submission/Presentation of Agency's Equal Opportunity Plan  
Supervision of Administrative Staff  
Manage Calendars for General Manager and Board of Directors*

Manage Agency's Human Resources Services

*Process recruitments, hiring, personnel changes  
Manage Performance Evaluation program  
Responsible for Employee relations (discipline, resolving conflict, etc.)  
Notify/schedule mandatory Staff trainings (Prevention of Sexual Harassment, Ethics, IT Security)*

Manage Workers' Compensation Program

*(Preparation/filing of reports/claims  
Annual reporting  
Liaison between Insurance Agency and Staff*

Hartnell College

*Assistant to the Dean of Fine Arts, Language Arts and Social Sciences  
January 1997 to August 2006*

Office Manager

*Compiled and prepared effective reports, correspondence and other written communications*  
*Responsible for maintaining department records*  
*Monitored inventory and office supply purchases/budget*  
*Managed textbook ordering/purchases*  
*Scheduled department class assignments*  
*Trained student workers*  
*Processed department payroll (approximately 150 staff members)*  
*Assisted students with course additions/deletions/ substitutions*  
*Processed required documents for students and staff*  
*Represented Dean at various meetings (i.e., curriculum, counseling, etc.)*  
*Oversaw hiring process for new instructors*  
*Served as President of California School Employees' Association for 3 Years*

Monterey Peninsula Unified School District MPUSD)

*Elected Trustee (served one year as Vice President; seven years as President)*

*November 1991 to November 2001*

Select and Evaluate Superintendent

Establish District Policy

Monitor District Budget

Negotiate Union Contracts

Conducted Student Expulsion Hearings

Processed Teacher Discipline Legal cases

Responded to Citizen Concerns/Complaints

Established Student Curriculum

Represented MPUSD on associated Boards and Commissions

**REFERENCES AVAILABLE UPON REQUEST**

Mary Helen Gallegos

Monterey County Elections

(831) 796-1487

Adam P. Gonzales, Supervisor

U.S. Census 2020

(310) 625-0473

ML Carter, Pastor

New Hope Baptist Church

1304 Sonoma Avenue, Seaside, CA 93955

(831) 869-1873

Robert Johnson, former Supervisor

Monterey County Water Resources Agency

(831) 809-4889

Dan Villa, former fellow MPUSD Board Member

(831) 601-8594