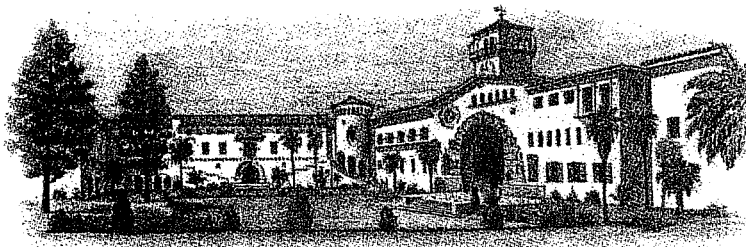


JOSEPH CENTENO
BOARD CHAIRMAN

Fifth District County Supervisor
jcenteno@co.santa-barbara.ca.us

GIL ARMIJO

Executive Assistant
garmijo@co.santa-barbara.ca.us



JOYCE CHRISMAN
Administrative Secretary
jchris@co.santa-barbara.ca.us

DONNA WESTPHAL
Administrative Secretary
dwestphal@co.santa-barbara.ca.us

SANTA BARBARA COUNTY BOARD OF SUPERVISORS

Date: February 18, 2009

Clerk of the Board of Supervisors
County of Santa Barbara
105 East Anapamu Street
Santa Barbara, CA 93101

For placement on the agenda for the meeting of: **February 24, 2009**

RE: **Santa Maria Cemetery Board**

I would like to recommend the following for the appointment / reappointment subject
Committee, Commission or Board:

Salutation: Mr. / Mrs. / Ms.

Full Name of Appointee: Geraldine Obrikat

Address: 702 W. Hawthorn Street

City/State/Zip: Santa Maria, CA 93458

Cell Phone: 805-895-8762 / Home Phone: 805-348-1113

Appointee will represent: 5th District on this committee.

Position was formerly held by: Lori J. Macagni

Fifth District Supervisor Joseph Centeno

Signed by: _____

APPLICATION FOR COUNTY OF SANTA BARBARA BOARD, COMMISSION, OR COMMITTEE Return to: Clerk, Board of Supervisors County Administration Building 105 E. Anapamu Street, Room 407 Santa Barbara, CA 93101	DATE RECEIVED <input type="checkbox"/> Copy to Supervisor
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INSTRUCTIONS: Please complete each item below. Be sure to enter the title of the Board, Commission, or Committee (only one per application please) for which you desire consideration. For more complete information or assistance contact the Clerk, Board of Supervisors' Office. This application shall be maintained for a period of one year only. After one year it is necessary to file a new application for another year of eligibility. **Please print in ink or type.**

1. APPLYING FOR: (Use specific title) <u>Cemetery Board</u>	2. Today's Date: <u>4-18-2008</u>
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3. NAME: <u>Geraldine S OBRIKAT</u> <small>Last First Middle</small>	4. Social Security Number: <u>OBRIKAT@AOL.COM</u>
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6. ADDRESS: <u>702 W HAWTHORN ST</u> <small>Number Street</small> <u>Santa Maria, Calif 93458</u> <small>City Zip Code</small>	5. Telephone: Home: <u>805 348-1113</u> Business: <u>805 895 8762 Cell</u>
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7. REFERENCES: Give names and addresses of three persons, not relatives, who have knowledge of your character, experience, community involvement, and abilities.

NAME	ADDRESS	TELEPHONE NUMBER	OCCUPATION
A. <u>John Crane</u>	<u>1843 Amy way S.M</u>	<u>Cell 886.3700</u> <u>WK. 928-0667</u>	<u>State director of Insurance</u>
B. <u>Lynne Whitmore</u>	<u>Blue Sky Cremation</u>	<u>805 226,9478</u>	<u>Owner of Blue Sky Cremation</u>
C. <u>Lynn Nash</u>	<u>Benedict Readyly</u>	<u>805 235 1629</u>	<u>Quens mortuary in morrow Bay</u>

8. Are you or have you been employed by the County of Santa Barbara? YES No If YES, list:
 Department: _____ Title: _____ Dates: _____

9. Please check appropriate boxes: Ethnic or racial identity: <input checked="" type="checkbox"/> White <input type="checkbox"/> Black (African American) <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Other (Please specify)	10. Education completed: <u>4 years College</u> 11. Indicate supervisor who will receive a copy of this application:
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12. EXPERIENCE: Please explain why you are interested in serving and what experience you bring to the Commission or Committee for which you are applying.

see attached copies

13. ADDITIONAL INFORMATION: Give any information explaining your qualifications, experience, training, education, volunteer activities, community organization memberships, or personal interests that bear on your application for above Board, Commission, or Committee. Attach additional sheets as necessary.

14. SIGNATURE OF APPLICANT
 x Geraldine S OBRIKAT 4-18-08

Geraldine S. Obrikat

702 Hawthorn Street
Santa Maria, CA 93458
(805) 348-1113
Email obrikat@aol.com

•SUMMARY OF QUALIFICATIONS

- More than 12 years Managerial experience in a business environment.
- Skilled in handling the public with professionalism and sensitivity.
- Successfully increased sales by \$10,000 to \$20,000 per month.
- Accounting principles and procedures: A/R, A/P and General Ledger.
- Sharp, innovative, quick learner; proven ability to adapt quickly to a challenge.
Computer literate in IBM and compatible environment; Knowledge of Microsoft Word.

RELEVANT EXPERIENCE

- Building a Collaborative Team, Processing of employment applications and related documents, CAL OSHA training of ground crew.
- Knowledge of Sales Contracts, deeds and payment procedures. Processing of all cemetery files and maintenance of all records pertaining to cemetery sales contracts. Accounts Receivable procedures including end of month, cash handling and receipt of payments. Preparation of daily deposits, reconciliation of cash and Inventory control inclusive of purchasing and coordination of incoming stock in a timely manner.
- Hire, train, schedule, supervise, motivate and discipline of personnel including probationary and periodic performance evaluations and terminations.
- Arrange for contracted labor and oversee equipment maintenance.
- Responsible for preparation of correspondence, data entry, assembling reports, billing, records management, answering phones and customer service. Assist all departments where needed.
- Handled direct contact with customers, vendors and regulatory agencies. Assisted with promotional advertisement wording and placement. Public relations and sales.
- Extensive cash handling and sales reconciliation experience.

EMPLOYMENT HISTORY

1996 - Present **Cemetery Manager**
Diocese of Monterey San Luis Obispo, CA
1986 - 1996 **Director of Sales**
Service Corp International (SCI) San Luis Obispo, CA
1975 - 1986 **Co-Owner of Custom Furniture Company**
A Top-Line Company Phelan, CA

EDUCATION

Sales Management Training (SCI)
Have had many training courses for SCI and Diocese of Monterey.

retired in 2004