

JOAN HARTMANN  
Third District Supervisor



County Administration Building  
105 East Anapamu Street  
Santa Barbara, California 93101  
Telephone: (805) 568-2192

Date: 05/24/2018

COUNTY OF SANTA BARBARA

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

RE: Appointment of Ada Martinez to Human Services Commission

For placement on the Board of Supervisors agenda for the meeting of: June 5, 2018

I would like to recommend the  appointment/  reappointment of the following person to the: Human Services Commission

Salutation:  Mr  Mrs  Ms.  
Full Name of Appointee: Ada Martinez  
Address: ?  
City/State/Zip:  
Home Phone:  
Work Phone:  
E-mail:

Appointee will represent the Third District on this commission.

Position was formerly held by: Jessica Tade

Check box only if this appointment is filling an unexpired vacancy.

Third District Supervisor: Joan Hartmann

Signed by: Joan Hartmann

COB Information Verification	
<input type="checkbox"/>	Letter of Resignation on file
<input type="checkbox"/>	Vacancy Notice on file
Term:	
<input type="checkbox"/>	_____ years
<input type="checkbox"/>	Beginning date _____
<input type="checkbox"/>	Ending date _____

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**Profile**

Ada

First Name

Martinez

Last Name

Email Address

Street Address

Suite or Apt

City

State

Postal Code

**Indicate Supervisor Who Will Receive a Copy of your Application \***

Third District - Joan Hartmann

Mobile: ( ) - - - - -

Primary Phone

Home: - - - - -

Alternate Phone

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**Which Boards would you like to apply for?**

Civil Service Commission: Submitted

Housing Authority Board of Commissioners: Submitted

Behavioral Wellness Commission : Submitted

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Reference 1 Name

Reference 1 Address

Reference 1 Telephone

Reference 1 Occupation

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

I work for Hotel Californian, and have had the pleasure of interacting with many local businesses and residents. I currently volunteer for Freedom4Youth, a non-profit in which I mentor boys from Los Prietos Boys Camp. I graduated with a degree in Sociology, French, and a minor in History. I enjoy learning new things and plan on taking my customer service skills to a Law Enforcement or Social Work career in the future.

Board of Commissions Resume .docx

Upload a Resume

Please attach any additional documents here

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## Demographics

### Ethnicity

Hispanic

### Gender

Female

00/00/00

Date of Birth

### Education Completed:

B.A.- Sociology, French and Minor in History

### Please Agree with the Following Statement

**I agree that upon submission of this application all information provided is a matter of public record, and is subject to disclosure.**

I Agree \*

# Ada Alejandra Martinez



## Objective

Seeking to serve on a board of commissions for the county of Santa Barbara in order to help others and apply the communication and listening skills I have learned while acquiring new skills to help me pursue my MSW in the near future.

## Skills

- Trilingual, fluent in English, Spanish, and French
- Excellent Organizational/Planning skills
- Knowledge in operating computer programs (Word, PowerPoint, Excel, Google Drive, Point of Sale, CCTV)
- 3+ years of experience with Office/Clerical Work
- Excellent customer service skills (with 5+ years of experience)
- Can follow directions and comply to company policies and codes
- Strong communication skills
- Quick Learner
- WPM: 60

## Experience

### Hotel Californian

July 2017-Present

- **Reservation Agent:** Make reservations, answer phone calls and assist in planning vacations all while offering 5-star rated customer service. It is a very detail-oriented position in which I must carefully listen to the clients in order to accommodate their needs.

### Freedom 4 Youth

September 2016-Present

- **Volunteer:** Advocate, Fundraising Co-Chair- Providing mentorship to juveniles in the justice system, most specifically, the boys from Los Prietos Boys Camp. Helping them out with their public speaking skills, interpersonal skill improvement and career/higher education counseling.

### UCSB Library

August 2016- August 2017

- **Information Desk Student Assistant:** Providing customer service to patrons, faculty, staff, and students. Answering questions, referring students to specific subject librarians, answering phone calls, and helping students navigate through the UCSB Library Catalog/Database.

### Art Design & Architecture Museum

September 2016-June 2017

- **Visitor Services:** Responsible for managing the front desk, answering phone calls, greeting visitors, answering questions, and protecting the artwork and galleries. I organize the workplace, keep flyers supplied, and complete book sale transactions.

### SBSO/UCSB Citizen's Academy 2017-1

April 2017-May 2017

- **Participant:** 8-week program in which I got an insight of the duties of a law enforcement officer. Training included building searches, politely speaking to the public, how to reason with non-compliant individuals, active shooter training, use of force and search and seizure laws.

### Macy's-La Cumbre Plaza

May 2014-August 2016



- **Sales Associate, Asset Protection Detective/Loss Prevention, Administrative Support Team Associate:** Organized clothing areas, helped with transactions, deterred theft, apprehended shoplifters, processed paperwork, balanced the vault, replenished registers, fixed employee schedules and did on-boarding training for new hires.

UCSB Housing & Residential Services

June 2015-July 2016

- **Building Operations** San Rafael Hall: Cleaning dorm rooms that became hotels for the Family Vacation Center. Making beds, taking out the trash, dusting, vacuuming and replacing towels. Providing excellent customer service to FVC visitors and employees.

La Familia Mentorship Program

June 2014-June 2015

- **Student Mentor** for First Year UCSB Students: Organized programs and meetings to encourage campus involvement with first generation UCSB students. Provided mentorship for stress relief, effective study skills, and the importance of networking.

St. Mark's University Parish

March 2014- May 2015

- **Volunteer:** Religious Education Teacher -First/Second Year Catechism: Created lesson plans for the respective topic of that week. Coordinated with other teachers to prepare joint lessons.

## Education

University of California, Santa Barbara (UCSB)

September 2013- June 2017

- Double Major: Bachelor of Arts, Sociology, French. Minor in History   GPA: 3.14

John F. Kennedy High School, Granada Hills CA

September 9, 2009- May 27, 2013

- High School Diploma

GPA: 3.8