

**Print**

**Boards & Committee Applications - Submission #1542**

**Date Submitted: 4/25/2022**

**TOWN OF SAN ANSELMO**

**APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE**

**To: San Anselmo Town Council**

**Date\***

4/25/22

**I wish to apply for an  
appointment to a term/balance\***

Climate Action Commission

**Name\***

Cynthia Briggs

**Home Address\***

909 SIR FRANCIS DRAKE BLVD. San Anselmo, CA.

**Occupation\***

Project Manager - Construction

**Employer's Address**

200 Tamalpais Rd. Fairfax, CA.

**Home Phone\***

7084089263

**Work Phone**

**Cell Phone**

7084089263

**E-Mail\***

cynthisix@hotmail.com

**Number of years as resident of San Anselmo\***

6 years

**Number of years as a resident in Marin\***

6 years

**Education Level Achieved\***

Graduate Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:

**1.) Name\***

Nina Schuyler

**1.) Phone\***

415.385.2162

**2.) Name\***

Victor Turkan

**2.) Phone\***

415.205.3365

**3.) Name\***

Tika Hick

**3.) Phone\***

415.847.7877

**I would be able to regularly attend the meetings of this Board/Commission/Committee.\***

YES

NO

**I would be available to attend additional meetings when they are necessary.\***

YES

NO

**I am familiar with the responsibilities and functions of this Board/Commission/Committee.\***

- YES  
 NO

**I have attended meetings of the Board/Commission/Committee as a member of the public.\***

- YES  
 NO

**List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.\***

Fairfax Festival / Ecofest Committee

**Reasons for this appointment.\***

To help the community arrive at a better place concerning climate change, to make a difference

**What are your qualifications for this appointment.\***

I work in the field of construction, I have some experience with installation of Grey Water systems in residential for water conservation, I hate plastic, I have a bleeding heart for our beautiful earth

**Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?\***

water usage, use of plastics / recycling, awareness

**I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.\***

- YES  
 NO

**Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?\***

Park & Recreation Commission

**You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.**

CHBriggs.pdf

**Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at [ckacmar@townofsananselmo.org](mailto:ckacmar@townofsananselmo.org) or 415-258-4660.**

Project manager with diverse background, recognized for exceptional work ethic and dedication to shared goals. Analytical problem solver who excels at organizing complex data and streamlining workflows to maximize efficiency. Keenly focused on details without losing sight of overall goal and deliverables. Leverage flexibility and adaptability to quickly learn new tools, and support colleagues to improve team function. Dependable team player, respected for leading projects, and consistently contributing at high level.

- Project Management
- Budget Management
- AP/AR
- Account Management
- Cost Analysis
- Client Management
- Customer Satisfaction
- Strategic Planning
- Event Management

## RELEVANT PROFESSIONAL EXPERIENCE

### Project Manager

2018 - Present

*Blair Burke General Contractors*

- Project manage high-end projects for Bay Area construction company, valued up to \$2M, driving projects from initiation through delivery
- Proactively manage relationships with diverse clients including attorneys, tech entrepreneurs, and CEOs
- Manage punch list for completed projects and oversee bidding process for new projects
- Track and monitor work across function and teams, both internal and external, to ensure projects stay on agreed-upon budget and timeline
- Liaison for all stakeholders, including clients, architects, and various construction departments, communicating schedules, dependencies, updates, and timelines
- Main point of contact for clients, triaging questions and concerns to ensure successful resolution

### Artist Relations Manager

2021 - Present

*Summer Camp Music Festival/Jay Goldberg Event Productions*

- Coordinate main stage artist schedules, hospitality, and transportation
- Serve as point person for all credentialing for artists, guests, and media

### Personal Accounts Assistant

2016 - 2018

*MH Consulting*

- Collected and consolidated finance information to prepare for annual taxes for consulting practice
- Collaborated with CPA and other tax professionals to finalize year-end numbers

### Event Coordinator

2000-2008

*Standing Room Only, Inc. / JAM Productions*

- Coordinated events for clients renting out venues owned by JAM Productions
- Served as primary liaison between venue staff, city officials, and client vendors

## COMMUNITY SERVICE

*Lead Parade Coordinator and Festival Administrator | Fairfax Festival and Parade**Lead International Day Coordinator & Merchandising Coordinator | Wade Thomas Elementary School*

## EDUCATION

*Doctorate of Chiropractic Medicine | University of Health Sciences**Bachelors of Science, Psychology and Philosophy | Bradley University*