

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*

cynthsix@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 residentials 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 or 415-258-4660.

CYNTHIA H. BRIGGS

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*