

# **ADDITIONAL MATERIAL**

## **INTERVIEWS/APPOINTMENTS**

Item #5 – Committee on Housing and Community Development.

Received and Distributed: 12/15/2020

**CITY OF NATIONAL CITY  
APPLICATION FOR APPOINTMENT  
TO CITY BOARDS, COMMISSIONS, AND COMMITTEES**

- |   |   |
|---|---|
| <input type="checkbox"/> Community & Police Relations Commission* (CPRC)    | <input type="checkbox"/> Civil Service Committee                |
| <input type="checkbox"/> Library Board of Trustees                          | <input type="checkbox"/> Planning Commission                    |
| <input type="checkbox"/> Parks, Recreation & Senior Citizens Advisory Board | <input type="checkbox"/> Public Art Committee*                  |
| <input type="checkbox"/> Veterans & Military Families Advisory Committee*   | <input type="checkbox"/> Traffic Safety Committee               |
| <input type="checkbox"/> Port Commission                                    | <input checked="" type="checkbox"/> Advisory Housing Committee* |

- Applicants must be residents of the City of National City except for those marked by an asterisk (\*). All applicants must be U.S. Citizens.
- Applicants for the Community and Police Relations Commission must pass a criminal background check prior to appointment.
- Applicants for the Advisory Housing Committee must have subject matter expertise in housing-related issues.

Name: Randi Marie Castle E-Mail: [REDACTED]@gmail.com

Home Address: [REDACTED] E 3rd St. Tel No: [REDACTED]  
*(Include City/Zip)*

Business Affiliation: Sand & Sea Realty Title: Realtor

Business Address: 4876 Santa Monica Ave Tel. No.: 619 677 8854  
*92107*

Length of Residence in National City: 6 San Diego County: 27 California: 41

Educational Background: High school graduate - Foothills Adult Mesa Collage - 1+ year, Valley Career Collage - Pharmacology

Occupational Experience: Licensed Realtor - 2013 - Live, work, sell South Bay, Average 20-30 homes annually = Full time agent

Professional or Technical Organization Memberships: VAREP, CRMS, CNE, SDAR, CAR, NAR, SDMLS, CRMLS, PSAR

Civic or Community Experience, Membership, or Previous Public Service Appointments: American Legion, IAVA, VFW

Experience or Special Knowledge Pertaining to Area of Interest: market statistics, lack of housing, housing needs, housing crisis, Property Management, rent price, sales prices

Have you ever been convicted of a felony crime? No:  Yes:  misdemeanor crime? No:  Yes:   
If any convictions were expunged disclosure is not required. Convictions are not necessarily disqualifying. Please feel free to provide an explanation or information if "Yes" was marked for the above two questions.

2009 Halloween - worst mistake of my life was choosing to drink and get behind the wheel of a car. DUI

Date: 12.14.20 Signature: [REDACTED]

Please feel free to provide additional information or letters of endorsement.

Return completed form to: Office of the City Clerk, 1243 National City Blvd., National City, CA 91950

Thank you for your interest in serving the City of National City.

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> Applicants for the Advisory Housing Committee must have subject matter expertise in housing-related issues.

Name: LINDA A. DE LOS SANTOS E-Mail: [REDACTED]@gmail.com

Home Address: [REDACTED] NC. 91950 Tel No: [REDACTED]  
(Include City/Zip)

Business Affiliation: SAMAHAN HEALTH CENTER Title: COMMUNITY OUTREACH COOR

Business Address: 1428 HIGHLAND AVE NC. 91900 Tel. No.: 1844-200-2426

Length of Residence in National City: 4 yrs San Diego County: 14 yrs California: 37 yrs

Educational Background: ACCTG / FINANCE

Occupational Experience: community outreach, event management, program implementation, budgeting, quality management

Professional or Technical Organization Memberships: AARP

Civic or Community Experience, Membership, or Previous Public Service Appointments: BUKAS, ELITE LIONS CLUB

Experience or Special Knowledge Pertaining to Area of Interest: ADVOCACY for

low income and underserved communities, exposure in Senior

Have you ever been convicted of a felony crime? No:  Yes:  misdemeanor crime? No:  Yes:  *finger type*  
If any convictions were expunged disclosure is not required. Convictions are not necessarily disqualifying. Please feel free to provide an explanation or information if "Yes" was marked for the above two questions.

Date: 12/13/2020 Signature: [REDACTED]

Please feel free to provide additional information or letters of endorsement.  
Return completed form to: Office of the City Clerk, 1243 National City Blvd., National City, CA 91950  
Thank you for your interest in serving the City of National City.

## EXECUTIVE SUMMARY

- Over 20 years of broad experience in customer service, process improvements, managing vendor contracts, Budgets, auditing accounts receivable/payable, collections and month end reconciliation.
- Sound decision-making, strong analytical skills, and ability to develop new tactics to resolve problems.
- Results oriented and goal driven performer.
- Proficient in Microsoft programs: Word, Outlook, Excel and PowerPoint.

## SKILLS/CERTIFICATIONS

- Account reconciliation and record keeping.
- Project/schedule management. Outstanding planner, organizer, and coordinator.
- Strong computer and internet research skills
- Experience in ISO 9000-9001 environment
- Customer focused

## WORK HISTORY

Community Outreach Coordinator Samahan Health Centers

Aug. 2019-Present

- Act as primary link between organization and external services and agencies .  
Seek outreach and community awareness opportunities
- Participated in developing and carrying out Marketing and Business Plans. Connect people to resources. Prepared and submit project reports
- Promote awareness of organization program and activities
- Ensured that programs are diverse and inclusive
- Researched and Identify relevant community events
- Performed networking and marketing duties
- Attended County workshops and seminars for strategic use
- Replenished collateral items for marketing and outreach
- Monitor budgets and reports for finance
- Organized program of activities such as social, learning and well being initiatives

Ar/Ap Specialist

Sep 2016 - August 2019

**The Filipino Press, National City, CA**

- Served as a liaison between company sales and production.
- Managed account receivables, collections, account payables, and payroll for the organization.
- Recorded and tracked expense reimbursements, travel expenses, and credit card activity.
- Performed bank and GL account reconciliation.
- Assisted the newspaper Marketing Director in coordinating and facilitating various community events.
- Review DSO and send delinquent letters to client
- Issue W9 and 1099 forms

**Volunteer Representative****Sep 2015 - Present****AARP – American Association of Retired Persons, San Diego Chapter**

- Assists in project planning, event execution, and marketing. Involved in community engagement.
- Promote awareness of AARP's advocacy and community engagement work through coordination of activities and project management.
- Worked on National and grassroots campaigns and initiatives i.e. Age Friendly and livable community
- Engaging with public officials, community organizations and coalitions to advance state and local advocacy issues
- Assists the AARP State Director in AARP program implementation.
- Provides education and outreach respective to AARP advocacy and programs. Provided education to over 50 plus age audience researching issues related to state and local initiatives.
- Supports volunteers and other partner organizations.
- Collaborate with Multi Cultural community and media partners

**Corporate Liaison****Apr 2015 – Aug 2016****Operation Samahan Community Health Center, San Diego**

- Served as the primary point of contact between providers, the community, and health plans. Coordinates schedules and ensures management and staff are made aware of issues that need immediate attention.
- Identified issues and worked with the appropriate health plan staff to resolve specific problems or non-routine issues. Ensured strict confidentiality of provider and member information.
- Interfaced with executives, managers, and staff in developing departmental budget and grant allocations.
- Worked closely with Billing Department. Ensured proper billable codes are uploaded in the system to avoid denial of claims.
- Attended various community events representing and promoting the services of the health center.

**Community Outreach Coordinator****Sept 2014-Apr 2015****The Filipino Press, National City, CA**

- Organize Event for Fil Am community
- Responsible for vendors database
- Educate community about available resources
- Keep records of activities and help evaluate success of programs
- Attended HHSA (Health & Human Service Agency) forums and workshop
- Keep tracks on Projects and Contracts deadlines and deliverables

**Sales Executive****Feb 2014-Sep 2014****Philippine Long Distance Telecommunications, Glendale, CA**

- Managed eight Area Promoters in addressing customer questions and concerns regarding products, pricing, and availability.
- Received and processed cash and credit payments for in-store purchases.
- Generated monthly and quarterly sales reports. Reconciled sales, credit card, and bank statements.

- Generated weekly activity reports and monthly calendar reports respective to company sales performance.
- Planned and coordinated travel arrangements for marketing department.

**Billing Manager**  
**ABG Marketing and Communications, Mira Loma, CA**

**Oct 2001 – Feb 2014**

- Collaborated extensively with auditors during preliminary and year-end audit process. Investigated and resolved discrepancies in monthly bank accounts.
- Executed accounts receivable reporting enhancements and reconciliation procedures. Aligned all financial activity with the regulations of the GAAP.
- Performed debit, credit, and total accounts using specialized accounting software.
- Assisted the Chief Financial Officer with the production of the monthly financials, management reports, and board packages.
- Maintained confidential information such as pay rates, bonus targets, and commissions.

**Operations Program Manager**  
**Moore North America Temecula, Ca**

**April 1990 - July 2001**

- - Act as a liaison between Customer Service, Sales and Production
- - Oversee On Time performance Print on Demand and Bill of Lading Report
- - Monitor outstanding orders from national accounts
- - Assisted Customer Audit during Spring and Fall cycle
- - Streamline workflow process to increase productivity
- Travel to various print on demand and warehouse facilities for inventories
- Do other duties as assigned by the Senior Program Director

**EDUCATION**

Diabetes Prevention Program, 2019

Online Quickbooks and TSheets, 2018

San Diego Continuing Education, Medical Billing and Coding, 2017

Lorraine Technical School, Olongapo City Phillipiines, Bookkeeping 1982

Saint Joseph High School. Olongapo City Philippiines, High School