

May 23, 2013

Attn: Debbie Nixon, Deputy Secretary to the Board
Board of Harbor Commissioners
San Mateo County Harbor District
400 Oyster Point Blvd. Suite 300
South San Francisco, CA 94080

Dear Harbor Commissioners:

I am interested in being appointed to the Board of Harbor Commissioners. I am a long-time resident of the County of San Mateo and have voted in every election since I was 18 years old. Having attended numerous Commission meetings as the Deputy Secretary to the Board of Harbor Commissioners for over five years, I understand how the Board works, what is required of a Commissioner, what the Commission does and how each Harbor runs. My background in accounting with the City of Half Moon Bay positions me to assist in the Harbors' budgetary and fiscal responsibilities.

Thank you for considering my application.

Sincerely,

A handwritten signature in cursive script that reads "D. Baughman". The signature is written in dark ink and is positioned above the printed name and address.

Dorothy Baughman
555 Ave. Cabrillo
Half Moon Bay, CA 94019
650 726-9306

Dorothy Baughman

Resume

555 Ave. Cabrillo
Half Moon Bay, CA 94019
Telephone: (650) 726-9306

OBJECTIVES

To serve the citizens of San Mateo County in the development and maintenance of Oyster Point Marina Park and Pillar Point Harbor. Make sure the harbors are economically sound, safe, have healthy water quality, are fully functional, and to reduce the debt of the District. Make sure visitors, commercial fisherman, recreational boaters and lessees are treated fairly.

SUMMARY

Familiar with the San Mateo County Harbor District and how it runs. Experienced working with contractors. Knowledge of budgeting and working with people.

WORK EXPERIENCE

2002 — Present Community United Methodist Church, Half Moon Bay

Office Manager – Property management and general office duties, including getting estimates for needed repairs, scheduling of room usage, preparing weekly bulletins, and maintenance of office equipment.

1999 — 2002 Rose Rix & Bennett LLP, Half Moon Bay

Office Manager — All general office duties, including initial contact with public, accounts payable, invoicing, accounts receivable, and purchasing. Cataloging archived records. Responsible for maintenance of office equipment, payroll input, initiating new client files, and maintaining Trust Accounts. Maintain vacation calendar. Reorganized office to run more efficiently.

1995 — 1999 San Mateo County Harbor District, El Granada

Administrative Assistant — Clerk to the Board — Handled agenda preparation, correspondence, and special projects for the Harbor Commission. Skills include proofing, typing, drafting of staff reports, and filing for the General Manager. Developed and instituted a cataloging procedure for maps. Cataloged current files, Resolutions, and records sent to archives. Organized and ordered office supplies. Developed and implemented a records management policy.

1986 — 1995 City of Half Moon Bay, Half Moon Bay

Accounting Technician — Handled A/P, A/R, purchasing, payroll, and business licenses. Responded to inquiries and fielded numerous complaints from the public through extensive daily contact. Duties included budget preparation, proofing, typing, filing, correspondence, quarterly payroll reports, journal entries, and monthly check reconciliations. Provided guidance to managers and staff on numerous issues such as State/Federal labor laws and contract interpretation. Administered employee benefits programs, conducted salary surveys. Prepared business license reports and bank deposits. Prepared monthly financial reports for the City of Half Moon Bay.

1985 — 1986 Hare, Brewer, & Kelley, Palo Alto

Secretary/Property Manager — Secretary to Unit Manager. Collected rents, handled complaints, typing, word processing, filing, wrote original correspondence, rented units plus supervised and scheduled needed repairs of apartments.

EDUCATION

College of San Mateo — A.A.

San Jose State University — General Education

San Mateo County
Registration & Elections Division
40 Tower Road
San Mateo CA 94402-4098



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CHANGE SERVICE REQUESTED

→ POSTMASTER DELIVER TO:

1E

Coastside Fire Protection District
Special Recall Election
April 9, 2013



#BYNLPJP ECRLOT0386D**R001
#880001193#
DOROTHY A BAUGHMAN
555 AVENUE CABRILLO
HALF MOON BAY CA 94019-5020

Your Polling Place Location

Polls are open
from 7 a.m. to 8 p.m.

01 15 Precinct: 3310-0

El Granada School
400 Santiago St
El Granada

88000119

▼ SEPARATE HERE

For more information: www.shapethefuture.org or 650.312.5222.

SEPARATE HERE ▼

Sign Up to Vote by Mail

Mail or fax this form to the Elections Division on or before April 2, 2013. (Fax: 650.312.5348) **NOTE!** If you are already a permanent Vote by Mail voter, which is indicated on the bottom right corner, there is no need to reapply.

1	Name	Phone (optional)
2	Street Address of residence in San Mateo County (Do not use P.O. Box or Mailing Address)	
3	Address of the place where you want to receive your ballot (if different from your residence)	
4	<p>I certify, under penalty of perjury, that the information above is true and correct.</p> <p>Sign Here (Signature as registered)</p> <p>X</p> <p>Date</p>	<p><input type="checkbox"/> Sign me up to Vote by Mail in every election.</p>

To Get Voter Pamphlet Online

5	Email (optional and your email will remain confidential)	<p>*00V 097343*</p> <p>88000119</p>
	If you sign up to get your voter pamphlet online, we will send you an email with a link to your voter pamphlet.	
<input type="checkbox"/> Sign me up to get my voter pamphlet online.		