

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,



Dorothy Baughman

[REDACTED]
Half Moon Bay, CA 94019
[REDACTED]

[REDACTED]
Half Moon Bay, CA 94019
[REDACTED]

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