



**THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION**

**Redistricting Advisory Committee**

BOARD/COMMISSION/COMMITTEE FOR WHICH YOU ARE APPLYING

**2nd District Representative**

CATEGORY FOR WHICH YOU ARE APPLYING

**New Appointment**

INCUMBENT OR NEW APPLICANT?

<b>Kayla</b>	<b>E</b>	<b>Martin</b>
PREFIX FIRST NAME	MI	LAST NAME

[REDACTED]	[REDACTED]
HOME ADDRESS	CITY/STATE/ZIP

<b>1 year</b>	<b>District 2</b>
LENGTH OF RESIDENCE	DISTRICT #

[REDACTED]  
 MAILING ADDRESS

[REDACTED]	[REDACTED]
EMAIL	CONTACT PHONE NUMBER

EMPLOYER	JOB TITLE
----------	-----------

HOW DID YOU LEARN OF THE OPENING?  
**County website**

BRIEFLY STATE YOUR EXPERIENCE THAT YOU FEEL WOULD BE HELPFUL FOR THE CATEGORY FOR WHICH YOU ARE APPLYING:  
**I have several years of experience in business and analysis. I also have experience in making changes to major businesses, reorganization and a distinct passion for the county I live in.**

BRIEFLY STATE THE PROFESSIONAL AND/OR OTHER COMMUNITY ORGANIZATIONS TO WHICH YOU BELONG:  
**I belong to the War Memorial Opera House and Broadway Theater.**

EDUCATION

**Lincoln High School graduate, BA Psychology**

1. Are you an employee or officer of the County, any City in the County, the State, or the Federal government? **no**

*If yes, please specify employer or office:*

2. Have you ever been convicted of a felony which could disqualify you from appointment? **no**

*If "Yes", please list the nature of the conviction and the date and court in which the conviction was entered.*

3. Are you related by blood or marriage to any employee or officer of an agency which is subject to the Board, Committee or Commission to which you are seeking appointment? **no**

*If "Yes", please specify relationship:*

4. Are there any facts of which you are aware that would cause you to have an actual or apparent conflict of interest with respect to the position to which you are seeking appointment? **no**

*If "Yes", please explain:*

5. Confirm you meet the minimum qualifications to serve on the committee for which you are applying and are available to attend meetings regularly. **yes**

**DATE SUBMITTED: 02/20/21 - 21:00**

# Kayla Martin



*Communications manager with over 10 years of experience in office and personnel management, budget analysis, business development, departmental organization, and departmental leadership. Personal qualities include: community involvement, passion for building and strengthening relationships, decision making and leading efforts to make effective change to public policy.*

---

## **PROFESSIONAL EXPERIENCE**

### **PORT CITY RECORDING STUDIO, Stockton, CA**

Brand and Communications Manager, December 2017 – Present

- Established brand presence on social media as well as through company website
- Worked with owners and outside stakeholders to ensure distribution of albums, singles, videos and proper release of social media content
- Established working relationships with other local business owners to promote the studio and foster collaborations
- Scheduled and maintained client information; handled sensitive information while adhering to business standards and expectations
- Created budget for major projects, business development and events
- Planned and attended events as needed, acting as a point of contact for outside vendors
- Negotiated vendor and distribution contracts

### **SKY ZONE, Stockton, CA**

Sales and Marketing Manager, 2019 – 2019

- Established departmental budgets
- Worked within overall business budget to maintain facility, staffing and inventory
- Scheduled and coordinated facility maintenance
- Developed working relationships with Lincoln Unified School District, Stockton Unified School District and clubs and organizations at University of the Pacific to engage in fundraising and awareness efforts
- Managed all social media platforms and profiles; maintained business website
- Maintained all employee files and schedules and acted as lead shift manager for team of 30-60 dependent upon the season
- Hired and trained new employees
- Developed departmental and individual performance improvement plans to increase efficiency, sales revenue and productivity
- Set sales and recurring revenue goals



**THIZZLER ON THE ROOF, Oakland, CA**  
Communications Manager, 2018 – 2019

- Manage social media profiles for company by curating content, responding to questions and concerns and scrubbing unwanted or unnecessary posts
- Attended meetings with owner and department heads to discuss planned productions, interviews, upcoming events and projects, and further business development to increase sales, marketing and followers or subscribers
- Edited all blog posts, press releases and any language used for scripts

**CONTINENTAL WESTERN CORPORATION, Portland, OR**

Office Manager and Branch Purchasing Manager, March 2016 – March 2018

- Answered phones, maintained office supply inventory and office equipment
- Performed administrative tasks as needed for office of 12 including, but not limited to, payroll, salesmen reimbursements, new-hire paperwork, and orientation
- Responsible for purchasing and managing inventory totaling \$1.5 million dollars in my home branch, \$500,000 in Denver branch and \$3 million in Seattle
- Engaged in both foreign and domestic purchasing, signing off and approving purchases of \$200,000 or more
- Wrote company policy on best practices for purchasing which was put into place in late 2016
- Increased warehouse efficiency by working with department heads to generate faster order processing and increasing on-hand quantities of top-moving inventory
- Worked with corporate accounting department to ensure timely payment of all office invoices, proforma invoices and other billing necessary for importation of product
- Given special projects such as collections and ultimately all branch accounts payable and receivables
- Developed systems and processes to track incoming and outgoing shipments and containers
- Fostered relationships with local business owners leading to city, county and national accounts
- Negotiated contracts with vendors

**EDUCATION**

**NATIONAL UNIVERSITY, Stockton, CA**

*Bachelor of Arts in Psychology, September 2013*

- Minor: International Relations and Public Health
- 3.89 GPA

**Johns Hopkins University, Baltimore, MD**

*Master of Communications, in progress*

**ADDITIONAL ACCOMPLISHMENTS**

- Worked with program managers to enact change to current Family COVID Assistance Grant
- Assisted and represented county residents in seeking resolutions for landlord-tenant disagreements through knowledge of local policies and regulations and relationships



established with Central Valley Low-Income Housing, San Joaquin County Fair Housing  
and Sacramento County Code Enforcement

