

## Nicole Wheelwright

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**From:** noreply@civicplus.com  
**Sent:** Friday, January 17, 2025 1:22 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Economic Development Committee Alternate Member - Jan 2025

### Economic Development Committee Alternate Member - Jan 2025

This recruitment will remain open until filled.

First Name	Edward
Last Name	Gallardo
Primary Phone	██████████
Alternate Phone	<i>Field not completed.</i>
Home Address	██████████, Beaumont, CA 92223
Address 2	<i>Field not completed.</i>
Email	████████████████████
Occupation/Profession	Economic Development Division Intern
Employer Name	City of Yucaipa
Are you 16 year of age or older?	Yes
Do you represent a local business or industry within the limits of the City of Beaumont?	No
Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as an Economic Development Committee member?	No

If you answer "Yes", please explain

N/A.

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Qualifications - Briefly state your qualifications, including any education, skill, or background related to economic development functions

I have been a resident of Beaumont since 2001 (24 years), where I attended Beaumont kindergarten and elementary schools.

I hold a Bachelor of Arts in Political Science from Biola University.

During my time at Biola University, I also had the privilege of serving as the club president of Biola Students for the Sanctity of Life. Although this was a student club, it functioned as a business in various ways. As the club president I was responsible for selecting a vice president and secretary. I also managed the club finances, event planning, and recruitment strategies.

Currently, I am an intern with the City of Yucaipa's Economic Development Division and also assist the Planning Division and Engineering Department. In accordance with the city council goals, I assist the Housing and Economic Development Analyst with attracting, retaining, and expanding businesses. In my resume, I flesh out the different responsibilities of my position which I believe can serve to benefit the Economic Development Committee.

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Additional Information

Resume

[EdwardGallardoResume.12.pdf](#)

Additional Information

[EdwardGallardoCoverLetter.7.pdf](#)

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**Edward Gallardo**

[REDACTED]  
Beaumont, CA 92223  
[REDACTED]  
[REDACTED]

January 16, 2023

City Clerk  
City of Beaumont  
Beaumont, CA

Dear City Clerk,

I am a dedicated individual who relishes in the opportunity to learn new and challenging skills. As an aspiring public servant, I am eager to grow in the areas of communication, leadership, and public relations in order to reach my fullest potential. I would be elated to bring my experiences and talents to the Economic Development Committee and to learn more about local government.

I believe the Economic Development Committee would benefit from my skills in these specific areas:

- Specialized research and writing practices, critical thinking talents, and asking leading questions to find solutions.
- First-hand experience working in a government economic development division.

I look forward to speaking with you about how I could contribute to the Economic Development Committee. Serving on this committee would be invaluable as I seek to reach a career in local government. Thank you for your consideration.

Cordially,

Edward Gallardo

Edward L. Gallardo

Beaumont, CA 92223

## **EDUCATION**

**Bachelor of Arts in Political Science, Minor in Biblical and Theological Studies** December 2017

Biola University, La Mirada, CA

- Graduated *cum laude*; GPA: 3.54
- Selected to attend a luncheon with university president and a Consulate General of Mexico
- Fellow at Liberty Tree Fellowship Program sponsored by the Charles G. Koch Foundation

## **RELATED EXPERIENCE**

**Economic Development Intern** December 2023 - Current

City of Yucaipa, Yucaipa, CA

- Assist the Housing and Economic Development Analyst with attracting, retaining, and expanding businesses, in accordance with city council goals and division objectives
- Maintain a business-friendly atmosphere by promoting city grant programs and collaborating with the Yucaipa Chamber of Commerce to provide business workshops
- Stimulate economic growth by marketing development opportunities and researching available locations for business owners and developers
- Review staff reports, development agreements, and city grant applications to ensure procedural adherence and future economic development

**Talent Leader/Kitchen Team Leader** February 2022 - September 2023

Chick-fil-A I-10 & Yucaipa Blvd., Yucaipa, CA

- Organized and lead orientations of all new hires, filed new hire paperwork, and administered minor work permits, along with creating departmental goals and resources
- Reviewed applicants and conducted interviews with Owner/Operator of the restaurant, developed criteria for screening and determining potential new hires
- Attended recruitment events at local high schools and communicated with managers for hiring needs
- Supervised, trained and assigned tasks to the kitchen team, performed daily food safety and quality reports

**Political Science Peer Internship Coordinator** August 2016 - May 2017

Biola University Center for Career Development, La Mirada, CA

- Functioned as a department liaison by connecting students with alumni and serving faculty through networking to enhance overall department growth
- Improved student success by offering appointments for resume review and career path direction
- Researched internships weekly through online job boards to secure key resources for students

## **VOLUNTEER EXPERIENCE**

**Intern at Orange County Clerk-Recorder** November 2017 - December 2017

Orange County Hall of Records, Santa Ana, CA

- Systematically scanned tract maps, verified that the quality and resolution of the scanned maps met department standards, and indexed them by book and page number
- Assisted customers with obtaining marriage and birth certificates, along with vital property records
- Reviewed certificates of recognition given by the Clerk-Recorder for spelling and punctuation errors

**President of Biola Students for the Sanctity of Life** April 2016 - December 2017

Biola University Student Programming and Activities, La Mirada, CA

- Led 2 campus events featuring guest speakers with over 20 students in attendance and arranged 2 exclusive interviews with Biola University's newspaper, addressing topics related to women's healthcare
- Managed the finances, recruitment, and direction of the club, holding bi-weekly meetings to create projects

## Nicole Wheelwright

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 15, 2025 10:40 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Economic Development Committee Alternate Member - Jan 2025

### Economic Development Committee Alternate Member - Jan 2025

This recruitment will remain open until filled.

First Name	Miriam
Last Name	Marquez
Primary Phone	██████████
Alternate Phone	<i>Field not completed.</i>
Home Address	████████████████████
Address 2	<i>Field not completed.</i>
Email	██
Occupation/Profession	Title Tech
Employer Name	County of Riverside
Are you 16 year of age or older?	Yes
Do you represent a local business or industry within the limits of the City of Beaumont?	No
Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as an Economic Development Committee member?	No

If you answer "Yes", please explain	N/A
Qualifications - Briefly state your qualifications, including any education, skill, or background related to economic development functions	<p>University of Redlands Master of Science, Organizational Leadership December 2021</p> <p>California State University, San Bernardino Bachelor of Arts, Business Management December 2014</p> <p>San Bernardino Valley College Associates of Arts, Liberal Arts May 2009 Associates of Arts, Accounting August 2023</p>
Additional Information	
Resume	<a href="#">Miriam Newest Res 24.pdf</a>
Additional Information	<i>Field not completed.</i>

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# MIRIAM MARQUEZ

Beaumont, CA 92223 •

## Education:

### University of Redlands

Master of Science,  
Organizational Leadership  
December 2021

### California State University, San Bernardino

Bachelor of Arts,  
Business Management  
December 2014

### San Bernardino Valley College

Associates of Arts,  
Liberal Arts  
May 2009

Associates of Arts,  
Accounting  
August 2023

## Certifications:

Certificate of Achievement,  
Accounting  
CAASA: Basic trust, death and  
life estate

## Skills:

MS Office Suite  
QuickBooks  
Aumentum  
Peoplesoft  
Bilingual—English and Spanish  
Type 48 wpm, 10-key proficient

## Extra-Curricular:

- Participated at local Toastmasters International
- Attended Riverside County District Attorney, Citizens Academy
- Completed income tax preparation courses

## Experiences:

### **County of Riverside, Assessor-County Clerk- Recorder**

ACR Tech III March 2024-Present

Title Department

- Oversee team of 5 in day-to-day production and during our public service rotation. Update our team stats, divvy out work and assist technicians as needed to meet our unit goals.
- Work with other government agencies in interpreting California property tax rules and regulations

ACR Tech II April 2021- Present

Title Department

- Contributed to the County's interpretation of Proposition 19 by identifying and transferring potential or qualifying deeds
- Clarify ownership and boundary information by reading and interpreting legal descriptions of property
- Posted changes in transfers, processed changes of title and applied appropriate exclusions

### **County of Riverside, Treasurer- Tax Collector**

Senior Accounting Assistant May 2016- April 2021

Tax Sale Operations

- Reviewed and recommended disbursement of excess proceeds by applying Statutory and County Internal procedure (Revenue and Taxation Code Section 4675)

Refund Processing Unit

- Implemented spreadsheets through the Aumentum conversion to receive, input, post and/or return repayments of installments with non-sufficient funds

4th Floor Public Service

- Aid the public and other governmental agencies on the phone, in person and in writing by answering routine inquiries on property tax

Tax Enforcement

- Analyzed balance sheets and profit and loss statements; review recorded documents for encumbrances on real or personal property to determine the equity in such property for seizures or priority of liens

## Nicole Wheelwright

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**From:** noreply@civicplus.com  
**Sent:** Monday, January 13, 2025 2:27 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Economic Development Committee Alternate Member - Jan 2025

### Economic Development Committee Alternate Member - Jan 2025

This recruitment will remain open until filled.

First Name	Maria
Last Name	Davila
Primary Phone	██████████
Alternate Phone	<i>Field not completed.</i>
Home Address	██████████
Address 2	<i>Field not completed.</i>
Email	████████████████████
Occupation/Profession	Student/Commissioner/Chairperson
Employer Name	N/A
Are you 16 year of age or older?	Yes
Do you represent a local business or industry within the limits of the City of Beaumont?	No
Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as an Economic Development Committee member?	No



If you answer "Yes",  
please explain

N/A

Qualifications - Briefly  
state your  
qualifications, including  
any education, skill, or  
background related to  
economic development  
functions

Hello,

My name is Maria Davila and I am currently a senior attending 21st Century Learning Institute. I am an active community member, constantly looking for issues to solve within my community. As the Commissioner and Chair of the Youth Advisory Council of Riverside County, I am part of the poverty committee, discussing and brainstorming strategies to aid our community in prospering. Additionally, I contribute to the organization of annual events for Riverside County youth constituents to gain knowledge in career exploration, financial literacy, and wellness. As a student of California, I instituted 2 bills into the California Legislature, them now being laws as of January 1st, 2025. Governor Newsom signed the two bills I wrote regarding chronic absenteeism in California, and they contain projects of intervention task forces that will decrease the 20% absenteeism rate students in California face. I am familiar with working in professional and fast-paced settings, as I regularly worked with Assemblymember Maienschien's legislative aide and office, dealing with legal language, and was an Intern for Senator Ochoa Bogh, dealing with data and statistics of District 19 constituents. I recently completed my economics course with my school successfully with an A, and I plan to pursue an economics minor in college. I hope to expand my knowledge and apply my education to this committee to help the city I was born and raised in flourish.

Thank you for your time and consideration in reading my application! I look forward to working with this committee!

Sincerely,  
Maria Davila

Emails: mariadavila124m@gmail.com or  
[REDACTED]

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Additional Information

Resume

[Maria Davila - Resume -.pdf](#)

Additional Information

*Field not completed.*

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# Maria Davila

• Beaumont, California • [LinkedIn](#)

## EDUCATION

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### 21st Century Learning Institute

Expected Graduation: May 2025

- *Chairperson*, School Site Council | *Student Representative*, School Site Council

### Beaumont High School

- *Treasurer*, MEChA (2023) | *Founder*, Key Club (2023)

**Honors & Awards:** AP Scholar Award 2023 | President's Honor Roll 4.0+ 2024 | Principal's Choice Award 2024 | Good Citizenship Award Riverside County Bar Association 2024 | AP Scholar Award 2024 | National Hispanic Recognition Program 2024 | National First-Generation Recognition Program 2024 | Student of the Month Award 2024

**Languages: English and Spanish  
(Native or bilingual proficiency)**

## EXPERIENCE

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### Commissioner

Aug. 2023 - Present

#### Youth Advisory Council of District 5 Riverside County | Riverside County, California

Facilitate meetings regarding student rights, financial literacy, committee event planning, and creating structured bi-weekly agendas while overseeing a council of 35 students. I organize events related to aiding the homeless population in Riverside County, improving our environmental awareness, and decreasing mental health issues. I correlate webinars for the council regarding the intersectionality of women empowerment and first-generation graduates. I am responsible for maintaining relations with government officials, college administrators, and alumni mentors to aid this council on a successful academic path. After being a member, co-commissioner, and now commissioner, I will celebrate being a part of this council for 4 years.

### Governmental Affairs and Policy Director

May. 2023 - Present

#### California Association of Student Councils Region 11 | Riverside County, California and San Bernardino County, California

Oversee and compose over eight student-written bill proposals to improve Riverside County and San Bernardino County education. Establish relations between governmental officials and student advocates, taking the initiative to improve the education system by staying updated with local and state legislation, and engaging in student activism. In addition, I lead meetings for a committee of 6 students and create agendas and workshops regarding student involvement in lobbying with legislators. For our region's yearly conferences, I'm responsible for acquiring four impactful government officials as panelists to hear student proposals and I serve as research lead by creating research packets that generate legislative proposals. I've been a part of CASC Region 11 since May 2022.

### Chief Policy and Legislative Director

Oct. 2023 - Present

#### GENup | California

Initiate and overlook statewide policy initiatives relating to K-12 education in the state of California. I focus on researching legislation and policy and being active in student activism involving pro-student legislation. I create bill packages and frequently meet with the staff of Assemblymembers and Senators in California to discuss GENup initiatives and propose identity equity, civic engagement, and public safety bills. I also maintain relationships and meet with student, teacher, and education coalitions to co-sponsor or co-write bills. My current policy efforts relate to school safety in California. I'm currently overlooking 22 higher education and K-12 bills as Chief. With Assemblymember Maienschien, I composed AB 1939 and AB 2771, which were both passed by the Governor this summer.

### Chair of Board of Commissioners

Sep. 2023 - Present

#### Youth Advisory Council of Riverside County | Riverside County, California

Delegate meetings of all five commissioners from Riverside County to discuss the planning of our annual events, such as Youth In Government Day, Youth Retreat, and Youth Summit. Additionally, I encourage all youth advisory students to attend these meetings in order to become civically engaged and increase transparency between the Board of Commissioners and members. This year, I am aiming to organize a Riverside County College webinar series for all constituents to attend.

### Diversity, Equity, and Inclusion Co-Chair

Oct. 2023 - Present

#### California Association of Student Councils | California

Strategize completing requirements of diversity, equity, and inclusion goals to improve the California Association of Student Councils' involvement throughout the state of California. This committee is made up of 12 selected students. We research data analytics into how students from different environments are affected and can be better aided with outreach efforts, resources, and financial aid to attend CASC statewide conferences as well as their respective regional CASC conferences.

## OTHER ACHIEVEMENTS

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NextGen Latino Leadership Program 2024 | Selected to participate in an all-expenses-paid Latino leadership program to learn about the legislative process in Washington D.C. from July 21st - July 27th. There was a 10% acceptance rate within this cohort, and we became Congressional Hispanic Caucus Institute Alumni by completing this reputable learning opportunity.

Institute for Youth in Policy Fellowship Spring 2024 | With a 6-8% rate, I was selected to participate in the Spring 2024 cohort to conduct research regarding the U.S. government and politics. I completed an immigration and chronic absenteeism research paper during my time on the fellowship.

Senator Ochoa Bogh Internship Summer 2024 | Beginning in the summer of 2024, I have been part of the campaign initiative to re-elect incumbent Senator Ochoa Bogh back into the Senate. I dedicate 8 hours a week to canvassing and in total have knocked on 740 doors (canvassed 132) and called 5984 voters. Fortunately, we won the election in November and I earned the title of being one of the “Top Interns” in the campaign.

Retail Employee - 123 Farm Highland Springs Resort | On August 23, 2024, I began working as a Retail employee at the Highland Springs Resort. I am mainly in charge of the Flower Market and Bread Hall, making sure the store is cleanly stocked, and serving as cashier. Each week, I regularly worked around 15-22 hours.

### **Volunteer Hours**

RivCo YAC District 5 | 145 hours

St. Kateri Tekakwitha Church - Confirmation Class | 49 hours

### **SKILLS**

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Policy Writing | Policy Research | Research | Public Speaking | Advocacy | Proposal Development | Leadership