



**OFFICE OF COUNCILMEMBER MYRTLE COLE  
FOURTH COUNCIL DISTRICT**

**MEMORANDUM**

DATE: June 24, 2016  
TO: Council President Sherri Lightner  
FROM: Councilmember Myrtle Cole, Fourth Council District *Myrtle Cole*  
SUBJECT: Nomination of Karina Velazquez to the Bicycle Advisory Committee

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I am pleased to nominate Karina Velazquez for appointment as the District 4 representative to the Bicycle Advisory Committee.

Ms. Velazquez is well qualified to serve on the Bicycle Advisory Committee. She graduated from UC Berkeley with a double major in Political Science and Chicano Studies. Ms. Velazquez currently serves as a Program Manager at the Diamond Business Association, where she recently organized a "Bike to the People's Produce" campaign. An outstanding volunteer, she is very passionate about matters relating to encouraging safe bike routes for our residents and making biking more convenient for members of my district. I am grateful that she is willing to serve in this capacity, and I'm confident she will be an asset to the Committee if selected.

cc:

MC: mm

## Education

**University of California, Berkeley | Berkeley, CA**

Majors: Chicano Studies and Political Science with a concentration in American Politics

May 2015

GPA: 3.573

## Experience

**Diamond Business Association, Inc. through AmeriCorps | San Diego, CA**

October 2015 – Current

*Program Manager*

- Coordinate and execute special events with a focus on marketing and logistics.
- Provide communications support by creating monthly e-newsletter, monitoring social media accounts, updating website content, and drafting annual reports.
- Recruit and manage interns and volunteers for programs and special events.
- Maintain and manage the Office Resource Center and attend to visitors, incoming calls, emails and mail.
- Prepare agendas, meeting notes, and necessary materials for committee and Board meetings.

**Ricardo Flores for City Council Campaign | San Diego, CA**

August 2016 – Current

*Campaign Coordinator*

- Recruit, manage and train volunteers.
- Assist with planning campaign events and managing campaign headquarters.
- Precinct walk and phone bank to inform voters about candidate's platform.

**Chris Ward for City Council Campaign | San Diego, CA**

September 2015 – June 2016

*Volunteer Outreach Intern*

- Staffed Mr. Ward at events, gathered feedback from attendees, and reported findings to him.
- Phone banked and walked precincts to inform voters about candidate's platform.
- Outreached to businesses in district to develop a small business strategy.

**Congressman Juan Vargas | San Diego, CA**

June 2015 – July 2015

May 2013 – August 2013

*Intern*

- Assisted district office staff on a wide variety of legislative and administrative duties.
- Managed entire cases for constituent that filed a complaint against a federal agency.
- Conducted research on legislative issues and community projects.
- Drafted responses to constituent correspondence.
- Monitored congressional meetings and hearings, and attended briefings with staff.
- Assisted in planning of office-organized events.

**Oakland School Board Director Roseann Torres | Oakland, CA**

September 2013 – June 2015

*Administrative Assistant*

- Represented Ms. Torres at community-related events, answered questions from attendees, gathered feedback, and reported findings to her.
- Scheduled and coordinated community-wide events.
- Handled correspondence from other officials and school representatives.
- Managed and created databases that store information about schools located in the district.
- Designed and distributed monthly e-newsletters.

*Campaign Intern*

September 2012 – November 2012

- Researched educational policies and assessed a stance for the candidate based on her platform.
- Phone banked and walked precincts to inform voters about candidate's platform.
- Helped coordinate and execute fundraisers for the campaign.

**Institute for Research on Labor & Employment Library | Berkeley, CA**

September 2013 – May 2015

*Student Assistant IV*

- Handled digital collection of material by scanning items and entering data into online system.
- Assisted head librarian with book review orders on Library Database and updated social network bookmarks.
- Input data into serials, acquisitions databases, and other library online systems.

**Assemblywoman Lorena Gonzalez | San Diego, CA**

June 2014 – August 2014

*Community Outreach and Research Intern*

- Handled district office administrative duties.
- Supported staff and mentored youth during the Junior Legislator program.
- Interacted with constituents at events to raise awareness on AB 1522, 3 Paid Sick Days.
- Informed constituents of the Assemblywoman's bill and recent legislative activity.
- Conducted research on legislative issues and community projects.
- Assisted staff at community events and represented our office at those events.

**San Diego and Imperial Counties Labor Council | San Diego, CA**

May 2012 – August 2012

*Intern*

- Educated council members about critical legislative developments affecting working families.
- Collaborated with grassroots activists to provide information to working families about propositions and candidates.
- Phone banked with a predictive dialer and precinct walked for the June primary election.

**Community Leadership**

**Chollas View Community Council | San Diego, CA**

January 2016 – Current

*Member*

**MANA de San Diego | San Diego, CA**

January 2016 – Current

*Member*

**San Diego High School Foundation | San Diego, CA**

December 2015 – Current

*Board Member*

**Chicano Democratic Association | San Diego, CA**

September 2015 – Current

*Member*

**San Diego County Young Democrats | San Diego, CA**

May 2015 – Current

*Member*

**Skills and Interests**

- Fluent in Spanish
- Proficient in Microsoft Office Word and Excel
- Certified lifeguard, swim instructor, and water fitness instructor
- Enjoy knitting, doing water fitness, blogging about long-distance relationships, and have traveled extensively throughout Nicaragua and Mexico