

**APPLICATION FOR
COUNTY OF EL DORADO
BOARD, COMMISSION, OR COMMITTEE**

Return to: Clerk of the Board of Supervisors
County Government Center
330 Fair Lane, Placerville, CA 95667
e-mail: edc.cob@edcgov.us

DATE RECEIVED

Copy to Supervisor - District _____

INSTRUCTIONS: Please complete each item below. Be sure to enter the title of the Board, Commission, or Committee (only one per application please) for which you desire consideration. For more complete information or assistance contact the Clerk of the Board of Supervisors' Office. This application shall be maintained for a period of one year only. After one year it is necessary to file a new application for another year of eligibility. Please print in ink or type.

1. Board/Commission Applying for: Child Abuse Prevention Committee	2. Today's Date: 05/13/2014
3. Name: Maddox Nadia Mohamed Last First Middle	4. E-Mail Address: _____
5. Address: _____ Number Street _____ City Zip Code	6. Telephone: _____ Home _____ Business
7. Occupation/Title: Student	Employer: none
8. List all County board, commissions or committees of which you are now or have been a member. Indicate dates of service. I am currently serving on the EDCOE Child Development Programs Parent Council, as I was elected as the secretary. 2013-2014	
9. Summary of qualifications related to group(s) listed above. (What experience or special knowledge do you bring to your area of interest?) I am currently working on an AA in Interdisciplinary Studies in Sociology and Behavioral Sciences. My goal is to become a child advocate. This is the first step of my journey.	
10. Affiliations with professional and/or community groups: None	
11. Why do you seek appointment? I recently attended the Head Start Leadership Conference in San Francisco, CA, and I attended the EDCOE Parent Leadership Academy this year. Both of these events have inspired me to follow this career path.	
12. Additional Information: Give any information explaining your qualifications, experience, training, education, volunteer activities, community organization memberships, or personal interests that bear on your application for above Board, Commission, or Committee. Attach additional sheets as necessary. I have attached my resume to the email for further clarification of my skills, I have previous experience working with NGO's serving refugees during the Libyan Civil War in 2011-2013.	
13. Indicate Supervisor who will receive a copy of this application: Elizabeth Blakemore, Laura Blackburn	

Appointees to Boards, Commissions or Committees are not considered to be County employees for purposes of benefits, such as Workers Compensation, health insurance, etc.

Electronic Signature - Nadia Maddox

Signature of Applicant

05/13/2014

Date

Nadia Maddox
Home Office: (530) 626-6788
Cell: (832) 683-1122
n.maddox@live.com

OBJECTIVE: Administrative Assistant

Advanced Skills in all Microsoft Office Software: Word, Excel, PowerPoint, Info Path, Outlook and Publisher; Front Page; have been trained on many specialized software programs, some using Access databases; Experienced in Skype and other VOI communications hardware; On-line Conference call software including, WEBEX, Adobe Systems; aware of Accounts Receivable and Accounts Payable procedures, supervise staff; Proficient in Arabic

WORK EXPERIENCE:

Women 4 Libya *Administrative Assistant* *March 2012 – March 2013*

- Designed and maintained Woman 4 Libya's web site and other social media sites (Twitter and Facebook)
- Compiled a toolkit database used to educate and inform women about political processes and how to contribute.
- Contributed to several grant proposals written by Women4Libya. Three of the 5 grants were awarded (worth up to \$50,000.00)

Libya Outreach LLC *International Operations Manager* *March 2011 – May 2012*

- Supporting the development of content and distribution of daily policy briefs and situation reports on Libya for policymakers around the world
- Developing content for the Libya Outreach Group website
- Served as the administrator and coordinator for the Libya Outreach Group's "National Transitional Justice Stakeholder Consultation Conference" held in Tripoli, Libya
- Managing Libya Outreach's expenses and expenditures for the T.J. Conference. Includes making arrangements for and paying for venues, transportation, airfare, supplies, security and meals for the conference.

ASI Group *TSM Product Manager* *July 2006 – July 2009*

- Worked with 50 Fortune 500 clients advising them how to utilize the product to their fullest benefit.
- Instructed ASI staff on how to implement and update the client's profile on the system.
- Created a 24/7 call center for this product that was an alert system to clients in case of an emergency anywhere they may have employees traveling. (Including International travelers)

- Worked with all TSM clients advising them on travel security measures their employees should take while traveling. This included material distributed to the client's travelling employees before they travel.
- Coordinated with all clients' travel agencies (Globally) and in order gather travel data of employees; implementation of the projects spanned from 4 months to 2 years.

OTHER WORK EXPERIENCE

British Airways Corporate Sales Agent 2001-2004

Reposl YPF Travel and Training Coordinator 1998-2001

EDUCATION

I hold a BA in English Studies from Al Fatha University in Tripoli, Libya. I graduated in 1999.