



The City of South San Francisco

Office of the City Clerk

400 Grand Avenue

South San Francisco, CA 94080

(650) 877-8518 (fax) (650) 829-6641

REC'D CITY CLERK
2020 JAN 17 PM 2:03:08

Application for Boards and Commissions

APPLYING FOR (*more than one may be checked*)

Bicycle and Pedestrian Advisory Committee	Colma Creek Flood Zone Advisory Committee*	Conference Center Authority Business Representative	Conference Center Authority Community Representative
Conference Center Authority Hotel Representative	Cultural Arts Commission	Housing Authority	Housing Authority Tenant Commission
Library Board	Measure W Citizens' Oversight Committee	Parking Place Commission	<input checked="" type="checkbox"/> Parks & Recreation Commission
Personnel Board	Planning Commission	San Mateo County Mosquito And Vector Control District*	<input checked="" type="checkbox"/> Traffic Safety Commission

*County Boards and Commissions

Are you interested in participating in the Citizen's Academy? Yes ☒ No ☐

PERSONAL INFORMATION

Fung, Evelyn
Name (last, first, middle)

Address (number, street, and apartment number)

City, State and Zip Code

Telephone number

Cell phone/alternative contact number

E-mail address

How many years have you been a resident of South San Francisco? 25

Have you attended any meetings of the commission/board for which you are applying? Yes ☐ No ☒

If yes, which one(s)?

Why are you seeking this appointment? As a lifelong resident, I want to represent the community voice through the lens of the younger generation.

What qualifies you for this appointment? Through my work and interactions with the community, I've been given insights to the citizen's concerns and potential solutions.

Additional information/qualifications that support your application:

Are you currently receiving any form of compensation from the City for work performed? Yes ☐ No ☒

If yes, please explain:

Do you have any relatives serving on Council, Commissions, Boards, and Committees or otherwise employed by the City of South San Francisco? Yes ☐ No ☒

If yes, Name

Position

Relationship

For official use only	Accepted	Not Accepted	Initials	Date
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EDUCATION - Please include additional information on separate sheet.

San Francisco State University August 2012 - May 2017
Name and location of college/university/technical or trade school Dates attended
Health Education with an emphasis in community based public health Bachelor
Major subjects Degrees received

Name and location of college/university/technical or trade school Dates attended

Major subjects Degrees received

CIVIC ACTIVITIES, CLUBS, ASSOCIATIONS - Please include additional information on separate sheet.

Attended the 34th citizen's police academy in SSF. For more, please see
attached resume

MISCELLANEOUS - Please include additional information on separate sheet or attach resume.

Military Service: Dates and branch CA driver's license number

WORK EXPERIENCE - Please include additional information on separate sheet or attach resume.

June 2017-present Asian American Recovery Services Project Supervisor
Dates employed Employer Position
Coordinate all aspects of the prevention program. See resume for more info.
Duties

Dates employed Employer Position

Duties

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.

 1/17/2020
Signature Date

The interest of the City is served best by actual and regular participation by Board and Commission members. Thus, upon the second absence from a regular meeting within any rolling twelve-month period, a member shall receive a written communication from the Mayor requesting that the member respond to the Mayor with an explanation for said absences within one week of the member's receipt of the written communication. The Mayor shall report to the City Council the reasons provided for the member's absences. If the City Council determines that the absences occurred for legitimate reasons, the City Council may excuse both or one of the absences. Members are also encouraged to give advanced notice of their absence from meetings.

Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700).

PRINT AND MAIL TO:
CITY OF SOUTH SAN FRANCISCO
Office of the City Clerk
400 Grand Avenue, South San Francisco, CA 94080
For more information, call (650) 877-8518

Evelyn Fung, CHES

SUMMARY OF QUALIFICATIONS

- Proven ability to build, collaborate, and maintain effective working relationships as well as strong interpersonal skills.
- Demonstrated skills in concentration, multi-tasking, time management, dealing with interruptions, and changing organizational priorities.
- Ability to plan, develop, implement, and evaluate programs to meet the needs of an ethnically and culturally diverse population.
- Demonstrated ability to lead and facilitate diverse groups of people with understanding of group dynamics.
- Possess comprehensive knowledge of Microsoft Word, Excel, PowerPoint and Outlook on both Mac and PC. Also, bilingual in Cantonese and English.

PROFESSIONAL EXPERIENCE

HealthRight360- Asian American Recovery Services- North County Prevention Partnership

NCPP Project Supervisor, June 2017- present

- Coordinate all aspects of North County Prevention Partnership from administrative tasks, assessments, building capacity, planning, implementation, and evaluation.
- Apply evidence-based practices in grant writing and towards community strategic planning processes.
- Collaborate with the 12 community sectors to empower the development of environmental prevention policies surrounding alcohol and other drugs within designated communities.
- Facilitate prevention efforts, which include community education presentations, outreach, capacity building, research, and health related events.
- Analyzed and interpreted data trends on a local, state, and national level.

Chinese Community Health Care Association

Health Information Technology Data Entry Specialist, November 2015- June 2017

- Complete data migration between ElationEMR, Kareo, and NextGen medical billing and records systems.
- Usage of Microsoft Excel to track progress of new medical technology implementations and migrations.
- Collaborate with different departments to complete projects relating to data migration and billing.
- Communicate and work with independent physicians and specialist to solve discrepancies in patient records.

HealthRight 360

Medical Referral Coordinator Intern, February 2017- May 2017

- Developed and updated local resources list for patients.
- Assisted and facilitated in referral process using ECW, LCR, and EPIC medical records system.
- Communicated and interacted with diverse populations throughout medical referral process.

San Francisco State University- Biology Department

Student Teaching Assistant, October 2014- May 2017

- Use of Microsoft Excel to process data and records of approximately 100 students per semester.
- Communicated clearly with professor about expectations, tasks, and procedures that need to be addressed or completed.
- Performed administrative duties and tasks for professor during the school year.

EDUCATION

San Francisco State University

Bachelor of Science in Health Education, May 2017

- Emphasis in community based public health
- Minor in Women's Health Issues

LEADERSHIP/VOLUNTEER POSITION

South San Francisco Police Department

34th Citizen's Police Academy, September- December 2019

- Gained knowledge about the police department that serves the community.

University of California San Francisco

The LOOP Leadership Development Program Fellow, May- July 2019

- Emphasis in tobacco control leadership and advocacy skills.

National Campaign to Prevent Teen and Unplanned Pregnancy- Bedsider.org

SFSU Campus Leader, May 2016 – May 2017

- Developed and implemented educational activities and materials about sexual health, specifically birth control methods, to diverse populations at SFSU.

Chinese Hospital- Infusion Center, Outpatient Medical Treatment Center

Volunteer, July 2016- February 2017

- Maintained inventory of supplies and supported medical team with patient interactions.

P.E.A.C.H. (Peer Educator Advocating Campus Health)

Sexual Health P.E.A.C.H., January 2015- June 2016

- Developed and facilitated educational activities to change behaviors, attitudes, beliefs, and communication of sexual health topics.

PROFESSIONAL AFFILIATIONS

American Public Health Association

Active Member, 2019- present

Community Anti-Drug Coalitions of America

Active Member, 2017- present

National Commission for Health Education Credentialing

Certified Health Education Specialist, 2017- present