



The City of South San Francisco

Office of the City Clerk
 400 Grand Avenue
 South San Francisco, CA 94080
 (650) 877-8518

BOARDS AND COMMISSIONS APPLICATION

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

<input type="checkbox"/>	Bicycle and Pedestrian Advisory Committee* <i>*Must be a resident of/for employed in South San Francisco</i>
<input type="checkbox"/>	Conference Center Authority -Business Representative <i>*Must represent a Business in South San Francisco Business Name: _____</i>
<input type="checkbox"/>	Conference Center Authority -Community Representative
<input type="checkbox"/>	Conference Center Authority -Hotel Representative* <i>*Must represent a Hotel in South San Francisco Hotel Name: _____</i>
<input type="checkbox"/>	Cultural Arts Commission
<input type="checkbox"/>	Equity and Public Safety Commission
<input type="checkbox"/>	Housing Authority
<input type="checkbox"/>	Housing Authority Tenant Commission* <i>*Must be a resident of the Housing Authority</i>
<input checked="" type="checkbox"/>	Library Board
<input type="checkbox"/>	Measure W Citizens' Oversight Committee
<input type="checkbox"/>	Parking Place Commission
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Traffic Safety Commission

APPLICANT INFORMATION

Full Name: Lee Tabitha M.E.
Last First M.I.

Address: [Redacted] District: 4
Street Address (Select One)

South San Francisco CA 94080
City State ZIP Code

Telephone: [Redacted] Email: [Redacted]



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SUPPLEMENTAL QUESTIONNAIRE

Why are you interested in serving as a Boards and Commissions member? What do you feel you could contribute?

I believe libraries are essential community anchors that serve far beyond simply lending books. Libraries provide literacy programs, educational support, community gathering spaces, and resources that promote equity and inclusion. My volunteer work with the South San Francisco Friends of the Library has deepened my appreciation for these vital functions and shown me how libraries strengthen our community. I want to serve on the Library Board to help ensure our library continues to evolve to meet our community's changing needs.

I would bring strategic problem-solving skills from my product management background, including experience in data-driven decision making, identifying opportunities and challenges, and developing creative solutions with limited resources. I'm a self-starter who takes initiative - whether that's implementing new digital payment systems for SSFFOL, creating social media presence, or developing innovative fundraising approaches. As an active library supporter and SSF resident, I'm committed to asking thoughtful questions and engaging constructively in the work of library governance.

What qualifies you for this appointment?

My experience leading product teams and serving in executive leadership roles has equipped me with extensive experience in strategic planning, data-driven decision making, stakeholder management, and resource prioritization. I've made organization-wide decisions and worked at the intersection of user needs, organizational capacity, and strategic goals.

I've applied these skills through my service on the South San Francisco Friends of the Library board, where I've helped to implement new systems, develop revenue opportunities, and strengthen community engagement. As an SSF resident and active library supporter, I understand both the operational realities of library support organizations and the community needs that libraries serve. I'm committed to thoughtful governance that ensures our library continues to be an essential community resource.

What is your vision for growth in South San Francisco?

I value South San Francisco's commitment to being a welcoming, diverse community where residents of all backgrounds can thrive. As the city grows, I believe we should preserve what makes SSF special: strong neighborhood connections, economic accessibility, and inclusive public spaces. The new library exemplifies the kind of growth I'd like to see, modern, welcoming infrastructure that serves all residents and brings our community together. Libraries play a vital role in this vision as free public spaces where people connect across differences, access resources regardless of economic status, and participate fully in community life. Growth should strengthen these connections rather than erode them.



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SUPPLEMENTAL QUESTIONNAIRE

What community activities are you presently involved in, or have been in the past?

South San Francisco Friends of the Library Member-at-Large (current), Hour of Code, food bank volunteering

Are you currently receiving any form of compensation from the City for work performed? [] YES [x] NO

If yes, please explain:

Do you have any relatives serving on Council, Boards, Commissions, or Committees or are otherwise employed by the City of South San Francisco? [] YES [x] NO

Name: Position: Relationship:

WORK EXPERIENCE

Employer: Tempo Automation City: San Francisco

Job Title: Sr. Product Manager, Data Science From: 12/13/2021 To: 12/31/2022

Responsibilities: Led data governance initiatives and strategic roadmaps for data science projects. Optimized workflows and processes for product team, achieving significant improvements in operational efficiency and inventory management.

Employer: Care2 City: Redwood City

Job Title: Sr. Director Product Management and Data Analytics From: 01/05/2016 To: 12/10/2021

Responsibilities: Developed and executed product strategies aligned with corporate objectives. Led cross-functional teams to drive growth and user engagement. Worked as part of executive leadership on strategic planning and roadmap development for products serving millions of global users and thousands of non-profits.



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EDUCATION

School: San Francisco State University City: San Francisco
From: 1997 To: 2004 Degree: B.A. in World and Comparative Literature

School: _____ City: _____
From: _____ To: _____ Degree: _____

DISCLAIMER AND SIGNATURE

Signature:  Date: 01/21/2026

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any mis-statement 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.

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) and bi-annual Ethics Training (AB1234).

OFFICIAL USE ONLY

Submission Date:	Received By:
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Product Management Leader

Results-driven leader with a proven track record of driving the entire product cycle to achieve corporate goals

Demonstrated expertise in leading cross-functional teams and guiding product development from conception to market launch. Skilled at identifying market opportunities, defining product vision, and aligning business objectives with customer needs. Experienced in executing product roadmaps, enhancing user experiences, and optimizing product lifecycles for revenue growth. Adept at leveraging insights from consumer behaviors, data analytics, and industry best practices to drive global product success. Visionary leader with a talent for fostering a culture of creativity, efficiency, and continuous improvement. Proficient in developing actionable strategies and defining features to deliver significant profit growth and user engagement.

Accomplishments

- Directed team to drive **10x** revenue growth from publisher partner sources by strengthening partnerships, improving partner support methods, and adding key performance reporting.
- Attained **50%** growth in engagement at critical stage in funnel by identifying and tailoring to interests of signers.
- Revolutionized email strategy with new tools, yielding **60%** uplift in audience interaction.

Areas of Expertise

- Product Lifecycle Management
- Product Growth Strategy
- User Centric Design
- AI Product Management
- Cross-Functional Team Leadership
- Strategic Planning & Execution
- Go-to-Market Strategy
- Customer Relationship Management
- Partner Relationship Management
- Quantitative Analysis & Data Visualization
- A/B & Multivariate Testing
- Business Modeling
- Agile Project Management

Technical Proficiencies

Optimizely | Balsamiq | Invision | Salesforce CRM | Jira | Confluence | Sketch | R-Studio | SQL | Big Query | Tableau | Google Data Studio | Google Analytics | Google Cloud | Facebook Ads Manager | Google Colab

Career Experience

Tempo Automation, San Francisco, CA
Senior Product Manager, Data Science

2021 - 2022

Spearheaded data governance initiatives, while devising strategic roadmaps for data science projects and products. Acted as primary data stakeholder for product changes by defining efficient workflows and processes for product team. Provided mentorship to newly onboarded product managers within team.

Key Achievements:

- Reduced time for bookkeeping from one month to one week by optimizing end-of-quarter closing process
- Achieved over 2x improvement in speed by improving inventory availability and status checks for client builds.
- Introduced innovative inventory management practices, services, and policies by collaborating seamlessly with finance and production teams.

Care2, Redwood City, CA 2016 - 2021
Senior Director of Product Management & Data Analytics 2018 - 2021
Director of Product Management & Data Analytics 2017 - 2018
Director of Product Management 2016 - 2017
Product Manager 2016

Developed and executed product strategies, roadmaps, and visions aligned with corporate objectives and business strategy. Prioritized products translated data into actionable insights, and deployed best practices that significantly impacted entire organization and catered to millions of global users. Conducted in-depth analysis of business operations, resulting in cost savings and significant enhancements to efficiency, accountability, performance, and productivity. Led strategic development of processes to safeguard and facilitate secure sharing of sensitive data with third-party partners.

Key Achievements:

- Worked with and across marketing, campaigns, and engagement teams to facilitate rapid growth and user engagement through new internal tools, reports, products, and features
- Worked closely with executive leadership to implement and manage new roadmap and strategic planning methods
- Efficiently designed and streamlined workflows through global cross-functional A/B and multivariate tests.

Turnitin, Oakland, CA 2004 - 2015
Principal Product Manager 2014 - 2015
Senior Product Manager 2013 - 2014
Product Manager 2006 - 2013
Customer Success Team Manager 2004 - 2006

Propelled business transformation, implemented scalable systems, and drove continuous process improvements as proven leader. Drove development of comprehensive product roadmaps throughout entire lifecycle by crafting documentation and taking ownership of all metrics, analytics, and deliverables. Collaborated with Chief Product Officer to collect requirements, establish clear expectations, and align vision, priorities, and objectives. Mentored, trained, and nurtured junior product managers and UX designers by fostering professional growth and facilitating well-deserved promotions. Evolved and enhanced customer experience (CX) by utilizing consumer insights and user feedback.

Key Achievements:

- Contributed to rapid business expansion from operating in 30 countries to expanding presence to 100+ countries.
- Pioneered revenue-generating products through prominent educational institutions, including University of Phoenix and other large-scale schools.
- Guided and facilitated comprehensive product manager team training by overseeing seamless transition and adoption of Agile/Scrum development procedures.

Education & Certifications

Bachelor of Arts (BA) in Comparative & World Literature – San Francisco State University, San Francisco, CA
AI Product Management Bootcamp with Marily Nika – Maven (2024)
Product Management Certificate – University of California Berkeley, Haas School of Business, CA
Tableau Analyst | Tableau Author | Tableau Designer – Tableau (2020)
Tableau Executive Sponsor – Tableau (2020)