

Submission #	1222548
IP Address	76.14.105.105
Submission Recorded On	10/05/2021 2:34 PM
Time to Take Survey	29 minutes, 22 seconds

Page 1

City of South San Francisco Boards and Commissions

This form may be used to apply for one or more Board/Commission positions.

Board/Commission of interest (select all that apply)

Housing Authority
Personnel Board
Planning Commission (PC)
Traffic Safety Commission

Are you interested in participating in the Citizen's Academy?

No

Full Name

Avin Sharma

Street Address

[REDACTED]

City, State Zip

South San Francisco CA 94080

Preferred Phone Number

[REDACTED]

Cell phone/alternative contact number

SKIPPED

*Email

avinsharma.as@gmail.com

*If you selected more than one Board/Commission of interest, please rank your preferences here, starting with your first choice.

1) Planning Commission 2) Traffic Safety Commission 3) Personnel Board 4) Housing Authority

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

24

*Have you attended any meetings of the commission/board for which you are applying? If so, which one(s)?

I have attended City Council meetings in the past.

BPAC

Are you a resident of South San Francisco?

Yes

If no, are you employed in South San Francisco?

No

Number of hours employed in South San Francisco:

SKIPPED

Housing Authority Tenant Commission

Are you a resident of the Housing Authority?

No

Youth Commission - (Ages 14 to 22)

If not a resident of South San Francisco, are you a student of SSFUSD?

Current School:

SKIPPED

Conference Center Authority Hotel Representative

Which hotel within the City of South San Francisco are you representing?

SKIPPED

South San Francisco General Plan 2040 Community Advisory Committee

What is your District of Residency?

****SKIPPED****

Click [here](#) to locate your District.

***Why do you want to be a member of a Board or Commission? What do you feel you could contribute to the Board or Commission?**

As a long time resident of South San Francisco, being a member of Board or Commission will allow me to offer ideas and perspectives in improving aspects of standards across the board. Coupled, with my education and work experience I can surely offer more weighted opinions.

***What qualifies you for this appointment?**

I possess Doctorate of Business Administration in Finance, Masters in Engineering, MBA and BSc in Aerospace. I am currently employed at Stanford University since 2015. Previously, I have worked in Town of Hillsborough (short-term contract) and industry. With strong work experience and education, I strongly believe I meet standards to qualify for this appointment.

***What is your vision for growth in South San Francisco?**

To ensure growth, I firmly believe we need to create an environment and foster a culture where everyone feels valued and welcome. It also means providing equal and fair opportunities to all while striving to have a workforce that is representative of the diversity of thought, experience, and background that reflects the community in which we live and work.

***Are you currently receiving any form of compensation from the City of South San Francisco for work performed? If yes, please explain.**

No.

***Do you have any relatives serving on Council, Commissions, Boards, and Committees or otherwise employed by the City of South San Francisco? If yes, include name, position and relationship.**

No.

***EDUCATION - Please include name and location of college/university/technical or trade school with dates attended and major.**

Doctor of Business Administration in Finance, LIBERTY UNIVERSITY | Lynchburg, VA 2020 Master of Business Administration, MOREHEAD STATE UNIVERSITY | Morehead, KY 2010 Masters in Engineering, Business Marketing SAN FRANCISCO UNIVERSITY | San Francisco, CA 2007 Bachelor of Science, Aerospace Engineering SAN JOSE UNIVERSITY | San Jose, CA 2003

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

I haven't been involved in community activities in the past.

MILITARY SERVICE - Please include dates and branch.

N/A

***WORK EXPERIENCE - Please include dates employed, employer and position.**

STANFORD UNIVERSITY | Redwood City, CA *Senior Financial Analyst (University IT – Service Strategy) 11/2019 – Present STANFORD UNIVERSITY | Stanford, CA *Research Administrator 3 (School of Earth, Energy & Environmental Sciences) 08/2017 – 11/2019 *Research Administrator 2 (School of Engineering) 09/2015 – 08/2017 TOWN of HILLSBOROUGH | Hillsborough, CA *Budget Analyst (contractor) 04/2015 – 09/2015 VEOLIA NORTH AMERICA | Fremont, CA Project Controller 02/2011 - 12/2014

Attachment Resume

Resume.pdf

Please list any other background information (business, education, personal) that might be useful in determining your eligibility.

****SKIPPED****

***By typing my name, 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 the appointment to a Commission, Board, or Committee.**

Avin Sharma

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) and bi-annual Ethics Training (AB1234).

Once this form is submitted, you will receive a response from the Office of the City Clerk within three business days to provide you with information regarding the next steps. Please keep an eye out for this email. If you do not receive an email, please call us at (650) 877-8518.

THIS FORM IS A PUBLIC RECORD, DISCLOSABLE PURSUANT TO GOVT. CODE 6250 ET SEQ.

AVIN SHARMA

SUMMARY

Specializing in research finance administration, project management/control, policy and procedure development, budget and contract development, financial/budget reporting and analysis, human resource administration and special project implementation. Demonstrated strategic leadership in planning, change management process and organizational and staff resources. Able to solve problems, trouble shoot, think creatively and resolve conflicts. Outstanding writing skills to create compelling and widely read budget requests, funding agreements, and policy documents. Self-starter with the aptitude to take charge of multiple tasks; drive results; be a key player on a corporate team. Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results in a collaborative decision-making environment.

SKILLS & EXPERTISE

Stanford Technical Leadership Program (STLP) •Stanford Certified Project Manager •Certified Scrum Master •Six Sigma Black Belt Professional •Oracle Financials •MS Office

SCHOLASTIC

Doctor of Business Administration in Finance, LIBERTY UNIVERSITY Lynchburg, VA	2020
Master of Business Administration, MOREHEAD STATE UNIVERSITY Morehead, KY	2010
Masters in Engineering, Business Marketing SAN FRANCISCO UNIVERSITY San Francisco, CA	2007
Bachelor of Science, Aerospace Engineering SAN JOSE UNIVERSITY San Jose, CA	2003

WORK EXPERIENCE

STANFORD UNIVERSITY | Redwood City, CA

Senior Financial Analyst (University IT – Service Strategy)

11/2019 – Present

Responsible for financial and administrative management of Enterprise Technology, Alumni and Development Applications Platform Transition (ADAPT) and System Governance Group (SGG) budgets ranging from \$6M-\$50M.

- Perform highly analytical, complex finance and control functions; multi-dimensional and complex reconciliations and related analysis; prepare or review and approve complex transactions and higher-level dollar value transactions.
- Research, and synthesize data; interpolate results from large amounts of data, identify trends in data, draw conclusions, develop solutions, present and implement recommendations, and create follow up analyses.
- Develop complex budget and forecasting scenarios, long-range planning and analyses for financial reporting and presentations; design and run adhoc reports.
- Identify and resolve unique issues with substantial significance; recognize exceptions, and conduct in-depth analysis using advanced technical knowledge and experience. Recommend and develop solutions that may require policy changes or the development of new processes; maintain broader organizational and university perspective in decision making.
- Review, design, and implement appropriate internal control programs, research new regulations, and implement approved changes. Manage compliance program for area of responsibility, interpret internal policy and external regulations, and create and/or review complex compliance reports.
- Lead and execute unit or cross functional projects and teams, make decisions regarding projects and programs affecting operational effectiveness, policies, or processes.
- Engage in continuous critical analysis of existing systems and processes; make recommendations to achieve greater efficiencies and improve internal controls. Define requirements, develop and implement complex test cases, perform testing and analyze results.
- Provide training on new financial systems. Represent organization to client group(s) and external partners; serve as subject matter expert on matters that involve complex technical, financial, or subject matter expertise.
- Assess client and business needs, and formulate recommendations to determine approach to managing and completing processes.
- Build and maintain desktop procedures and process documentation for area of responsibility. Define requirements, develop and implement complex test cases, perform system testing and analyze results. Participate in critical analysis of existing systems and processes, and see opportunities for operational improvement.

STANFORD UNIVERSITY | Stanford, CA

Research Administrator 3 (School of Earth, Energy & Environmental Sciences)

08/2017 – 11/2019

Responsible for planning, forecasting, monitoring, reconciliation, administrative management of all pre/post award activity for the

AVIN SHARMA

portfolios of assigned faculty members and their research groups or affiliate groups. Liaise regularly with faculty, students, and campus partners, and serve as a primary point of contact for administration of research-related activities in compliance with sponsor, department, university guidelines, and government regulations. Guide staff members and serve as a backup to the Geological Science Department Manager.

- Prepare complex proposals within parameters of sponsored and non-sponsored research guidelines. Oversee and communicate submission process, both paper and electronic, resolve issues relating to proposal preparation and submittal process.
- Develop, prepare, and finalize project budgets, and provide budget justification; obtain cost sharing commitments and support.
- Serve as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments; respond to sponsor inquiries; advise of new regulations.
- Collaborate with Office of Sponsored Research to ensure awards are set up properly and cost-sharing requirements are fulfilled; initiate cost transfers.
- Review and approve expenditures, advise on post-award spending and commitment activity, and oversee compliance related to fund and revenue.
- Develop and communicate reports supporting project status, create forecasting models, scenarios, and decision aides.
- Manage contract closeout process and audit inquiries; submit final report and certificates.
- Interpret complex university and government policies (FAR, Cost Accounting Standards, Office of Management and Budget circulars, sponsored guidelines, etc.) for project and university personnel and help guide other staff in interpreting complex policies.
- Identify and implement process improvements. Participate in and lead across campus projects. Train and advise on issues requiring specific technical expertise.
- Oversee and review work of other staff.
- Serve as a resource on subject area to principal investigator staff.

Research Administrator 2 (School of Engineering)

09/2015 – 08/2017

- Assisted in the preparation of proposals within parameters of sponsored and non-sponsored research guidelines.
- Developed, prepared, and finalized project budgets, and provided budget justification; obtained cost sharing commitments if applicable.
- Served as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments; responded to sponsor inquiries.
- Collaborated with Office of Sponsored Research to ensure awards were set up properly, including cost-sharing awards.
- Coordinated, communicated submission process paper and electronic and reviewed for completeness and compliance.
- Reviewed and understood the terms and conditions of sponsored projects administered, including linked/footnoted terms and conditions not provided in hard copy or electronic copy.
- Reviewed and approved expenditures, monitored/advised on post award spending and commitment activity, and oversaw compliance related to fund and revenue including monthly expenditure statements, and facilitated quarterly review by principal investigators.
- Developed and communicated forecast reports supporting project status.
- Participated in contract closeout process and audit inquiries; submitted final reports and certificates.

TOWN of HILLSBOROUGH | Hillsborough, CA

Budget Analyst (contractor)

04/2015 – 09/2015

- Forecasted and modeled the budgetary revenues and expenditures of the Town.
- Created complex macros and worksheet flow to enable a linked budget model.
- Prepared charts, graphs, and other documents in excel, word and powerpoint to support budget presentation to Financial Advisory Committee and Town Council.
- Prepared account reconciliations such as fixed asset and planning deposit roll forwards.
- Posted journal entries into the general ledger.
- Prepared financial reports and analysis.
- Processed business license renewals and utility payments at peak periods.

VEOLIA NORTH AMERICA | Fremont, CA

Project Controller

02/2011 – 12/2014

Responsible for managing a \$13 million-dollar Crystal Springs/San Andreas (CSSA) Transmission Upgrade Project in San Mateo, California for client San Francisco Public Utilities Commission.

- Guided and supervised 3 employees.
- Performed cost analysis related to project forecasting, contract pricing, financial forecasting, budgeting including validation of the projected fee and percent complete forecast.
- Successful in negotiating change orders in excess of \$20 million to maintain and improve contract profitability.

AVIN SHARMA

- Negotiated vendor and customer contracts and worked with legal to ensure compliance.
- Prepared and analyzed project related report that outlined financial position in the areas of funding and costs.
- Reviewed and processed labor and AP job cost transfers.
- Issued Requisitions for approval and Managed Purchase Order accruals and reconciled monthly.
- Acted as HR liaison for employees and Local 3 and 34 union employees by approving timesheets and in addressing and resolving human resource issues.
- Strong experience with ADP payroll processes and reporting in Elation Systems for union craft employees.
- Completed and submitted Human Resource Commission Form 7 and Form 11 monthly to ensure compliance with contract modifications and union workforce.
- Managed subcontractor compliance with terms and conditions of the contract (i.e. insurance, bonds, waivers, billing procedures).
- Analyzed P & L accounts and ledger reconciliation monthly as assigned by CFO.
- Provided year-end support to CFO for Reviewed Financial Statements requirements that included research and reconciliations.

ARCADIS | San Jose, CA

Project Engineer

06/2005 – 02/2011

My tenure at ARCADIS comprised of task management, project control and engineering at Pratt & Whitney Rocketdyne (PWR) Decontamination, Decommissioning and Demolition (D3) Project in San Jose, CA.

- Guided and supervised 1 employee.
- Task Manager on Asset Management, Process Safety Documentation Projects and Thermal Decontamination program; leading design and implementation of specialized decontamination techniques for a \$4 million-dollar program.
- Responsible for tracking the program's \$90 million-dollar budget including monthly reporting with costs and forecasts to program manager. Calculated earned value cost and schedule indices and variance analysis to ensure contract objectives were met, resources were properly allocated, and operational efficiency was maximized.
- Developed and executed detailed engineering plans for the safe systematic assessment, decontamination, and demolition of over 241 buildings and associated equipment utilized in manufacturing of propellant.
- Reviewed subcontractor invoices and compared against daily work reports for billing accuracy.
- Demonstrated problem solving abilities; brought together subject matter experts from all aspects of the operation to reach consensus and determine a safe and effective path forward when faced with short fused issues.
- Responsible for compliance to federal, state, and local authorities impacting the design and implementation of work product.

VOLUNTEER EXPERIENCE

STANFORD UNIVERSITY | Stanford, CA

Pre-Major Advisor

09/2016 – 12/2019

- Advise students one-on-one and inspire students to develop meaningful connections with faculty, making referrals to colleagues around campus.
- Expose students to opportunities and resources for intellectual exploration.
- Provide guidance to students in selecting courses and support student until s/he declares a major by the sophomore year.