

JAY BLAS JACOB CABRERA

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PUBLIC SERVANT · ADMINISTRATIVE BUREAUCRAT

Driven professional with over a decade of experience in government and administrative systems serving the public. Comprehensive expertise in research, drafting reports, bylaws, protocols, public speaking, volunteer management, and public input. Proven ability to solve problems and create unity for expedited project implementation. Outstanding communication skills; English & Spanish. Additional Proficiencies include but are not limited to:

<input checked="" type="checkbox"/> Meeting Preparation, Planning, & Facilitation	<input checked="" type="checkbox"/> Attention to Detail and Following Protocol
<input checked="" type="checkbox"/> Professional Diplomatic Representation	<input checked="" type="checkbox"/> Problem Solver including Math & Calculus
<input checked="" type="checkbox"/> Public Interaction and Community Support	<input checked="" type="checkbox"/> Multi-Tasking & Multi Committee Coordination

TECH SKILLS

Excel Master; Other Microsoft Office Tools: Word, Outlook, Power Point; Macintosh Tools: Pages, Numbers, Keynote, iMovie, Garage Band, simple iOS mobile apps; Adobe Digital Editing: Photoshop, Illustrator, Acrobat, In Design; Website Content Management Systems: Dream Weaver, iWeb, Wordpress, Drupal, Magento, ZenCart

GOVERNMENT EXPERIENCE*

Non-Partisan Congressional Candidate in the 21st District of California 2012

Ran an all volunteer campaign. Qualified my name on the ballot and was published in the official government voter guide. Participated in a panel Debate with four candidates. Coordinated an email and phone campaign to over 10,000 emails and 1,500 text messages. Spoke at numerous events, marches, and community meetings.

Governance Evolution Project (GEP) PAC (2008-2012)

Founded and coordinated the GEP Political Action Committee. In charge of Finances, Secretary of State Government Committee & Federal Elections Commission regular filings.

Enumerator with the US Census Bureau for the 2010 National Census (2009-10)

Participated in the door to door administrative computation of data and counting of people in Palo Alto, Los Altos, Stanford, and Mountain View. Also participated in the county wide effort to count the homeless.

Non-Partisan Candidate for City Council of Santa Cruz 2008

Ran a NO money campaign. Qualified for the ballot and published in the official government voter guide. Participated in official debate with 9 other candidates. Published in newspaper articles and media candidate guides.

Founding Staff Representative to the UC Santa Cruz Committee on Sustainability & Stewardship (2004-6)

Collaborated on the founding and drafting of the guiding documents for the highest level sustainability committee to the Chancellor of UC Santa Cruz and the establishment of the UC Santa Cruz Office of Sustainability.

Elected Internal Vice Chair of the UC Santa Cruz Student Union Assembly (2003-4)

Collaborated with the campus student body and the UC Santa Cruz Chancellor to coordinate the smooth functioning of the student body government, on-campus politics, and a \$300,000 budget, as well as participation in both the UC Student Association and the US Student Association at state wide and national conferences.

Elected Chair of the UC Santa Cruz Student Committee on Committees (2003-4)

Oversaw the appointment of students to over 100 administrative committees for UC Santa Cruz decision making. Founded the Cross Committee Communication Caucus and implemented the first online appointment system.

Student Representative to the Transportation and Land Use management Committees (1999-2003)

Participated in committee meetings and gave advice and input to the Administrators in charge of Transportation & Land Use Decisions for UC Santa Cruz and the Santa Cruz Metro Transportation Authority.

EDUCATION

University of California at Santa Cruz

Environmental Studies & Biology

Emphasis on Sustainability, Plan Sciences, and non-profit management.

REFERENCES

Andrew Liou, US Census Bureau Supervisor 2010-2011, 650-714-5180 andrewliou@gmail.com
Sayo Fujioka, Student Organizing Resources Director, (831) 459-2934 sfujioka@ucsc.edu

* For Professional, Non-profit, or extracurricular experiences please ask for those information sheets.