CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CLERK '12MAY24AM11:01

Mr./Ms./Mrs.
Name CHU (Last) PETER (First) J (Middle)

Residence Address _____ Phone: Res. _____

_____ Zip Code _____ *Work Phone N/A

Resident of Burbank for 11 Years Burbank Registered Voter: Yes X No

Fax No. N/A E-Mail Address: _____

Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
CALPOLY - SLO	ENVIRONMENTAL ENGINEERING	DECEMBER 2006, B.S.

Additional Pertinent Courses or Training: Marine Corps Officer Leadership Course, Military Administrative Management Course, Military Legal Officer Course, Basic Accounting Course at UCLA Ext, 30hr General Industry OSHA Course.

Other Pertinent Skills, Experience or Interests: Microsoft Office Suite, Adobe Professional, QuickBooks, Fluent English/Korean, Limited in Spanish, Secret Clearance, HR matters, Business/technical communications, Basic understanding of programming/IT.

Employment Information:

Present Occupation: ADJUTANT/ ADMINISTRATIVE OFFICER (RANK CAPTAIN)

Name of Firm: UNITED STATES MARINE CORPS

Address: CAMP PENDLETON, CA 92055

Telephone: (760) 763-0396

Specify current or prior service on a City Board, Commission or Committee:

None.

Dear Sir or Ma'am:

As a result of the privilege of serving 9 years in the Marine Corps, working directly with diverse group of people and having successfully completed various projects in a multitude of environments, I have developed excellent inter-personal and problem-solving skills. My past experience has trained me to be results driven and versatile, both of which I believe are vital qualities to be a successful Burbank City Clerk.

My appreciation of the responsibility for being a public servant comes from my military career. I understand from personal experience that for the benefit of the community, sometimes decisions and tasks must be executed under stress and pressure while sacrificing personal comfort and time. I believe the work ethic instilled in me through my military training will enable a smooth transition to a career in public service in my community.

I have made numerous contributions to the success of my previous employer and their mission with a strong work ethic, quick adaptability, uncanny multi-tasking, accomplishing independent and group projects, and outstanding communication skills. As the Battalion Adjutant, I managed the administrative department for 1,000+ Marines and Sailors. As the closest primary staff member to the Battalion Commander, it was vital to coordinate with all the departments to ensure higher goals were achieved. Whether related to technical, legal, customer service, financial, facilities, logistics, security, or dealing with minor projects, I was the Johnny-on-the-spot ensuring that proper recommendations were made. My quick adaptability and organizational skills infused with my technical academia and work experience allow for any additional or change of duties to be handled with ease.

I am enthusiastic about exploring this opportunity with the city that I called home for the last 11 years. I am available to answer any questions regarding my experience and qualifications. You can reach me at peterjchu@gmail.com or 818-469-4840. I look forward to speaking with you.

Thank you for your time and consideration.

APPLICANT'S NAME: CHO, PETER J.

List community activities in which you are involved:

Participate in an annual fund rasing event which benefits local animal shelters, Race for the Rescues, Pasadena, CA.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

- Managed administrative department supporting over 1000 personnel enforcing policies and procedures while directly supervising 15 personnel.
- Regulated weekly department head meetings, responsible for all records keeping, reviewing all sensitive documents for final approval, certifying documents, signing by direction of approval authority personnel.
- Managed department and travel funds and Government Credit Cards program ensuring no delinquent accounts.
- Understanding of legal and investigation proceedings, recommended and enforced disciplinary actions.
- High analytical skills with numbers, engineering education, fused with basic accounting course allows for understanding of financial reports.
- Problem solving sensitive HR matters such as Equal Opportunity and Sexual Abuse/Assault.
- Planned, supervised, and executed social and special events such as remembrance ceremony and social gatherings.
- Ensure all personnel are given opportunity to give back to the community via fund-rasing or service.

What are your goals in serving as the City Clerk?

As a prior military officer, I enjoy being a public servant where I can give back to the community with my strong work ethic and impregnable moral ethics. There is no greater professional joy than working toward the benefit of all citizens and enforcing policies for the betterment of the community. If given this prestigious opportunity as the City Clerk, my experience with the inner workings of a local government and the community, fused with my influential leadership and uncanny organizational skills, will assist council persons in making Burbank one of the finest cities in the United States.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify this application and any accompanying documents is true and correct to the best of my

21 May 2012
Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

Education and Training:
BS Environmental Engineering Curriculum, California Polytechnic State University 2006, GPA 3.1

College Activities: Intern at Jet Propulsion Laboratory, Pasadena, CA, intern at Los Angeles County Sanitation Districts, Los Angeles, CA, Society of Environmental Engineers, Semper Fi Society.

Engineer-In-Training License #12853
Personnel Administration School, USMC (with honors)
Legal Officers Course, USMC (Completed top 5 of 40)

Experience:
March 2007 – August 2011: Battalion Adjutant (Captain): Served as a Primary Staff Officer responsible for operating and maintaining the Infantry Battalion's administrative actions for over 1,000 Marines and Sailors, to include, but not limited to all Battalion correspondence, manpower staffing, reporting of personnel, payroll, awards, leave, and policies.

- Executed collateral duties of Battalion Legal Officer, Public Affairs Officer, Equal Opportunity Officer, Classified Materials Control Officer, Casualty Assistance Officer, Postal Officer, Education Officer, Government Credit Card and Travel Officer, Family Readiness Officer, and Assistant Security Manager.
- Directly supervised 15 Marines, responsible for their performances and welfare.
- Elevated the Battalion administrative section to the most efficient in the Regiment by implementing a document organizational system which increased timeliness by streamlining the processing lifecycle.
- Set an internal policy to educate and train all administrative Marines in the duties of their immediate supervisor to prevent a single point of failure which also afforded them the opportunity to show their potential for more responsibilities.
- Successfully completed all administrative inspections, to include legal and postal affairs with no less than 98% readiness over 40 months, and received the highest readiness grade from the Commanding General's Inspection Program within the regiment.
- Collaborated with external agencies such as Orange County Sheriffs Department, Navy Criminal Investigative Service, and Base Family Services to resolve sensitive matters of personnel related to the topics of equal opportunity, family advocacy, and legal issues.
- Performed duties effectively during a combat deployment to the most kinetic area in Afghanistan, and while the Battalion was displaced across three ships, Okinawa, and Camp Pendleton.
- Entrusted by the Battalion Commander to manage funds up to $200,000 from Commander's Emergency Response Program in Afghanistan as the Project Manager.
- Developed a Battalion public affairs plan for tracking and escorting numerous well renowned international news agencies, and VIPs such as Secretary of Defense, Secretary of Navy, Commandant of the Marine Corps, and Author, Bing West.
- While deployed, managed the Remain Behind Element consisting of over 100 Marines and Sailors who were unable to deploy, and ensured proper training and readiness for combat replacements by issuing orders, supervising, and corresponding daily from overseas.
- Deployed to South Korea as an advance party ensuring the logistical requirements were prepared for 150 Marines and Sailors while taking on an additional duty as an interpreter facilitating a smooth execution of an international exercise.
- Responsible for the Combined Federal Campaign which raised over $20,000 for local charities and over $5,000 for Navy and Marine Corps Relief Society every year.
- Implemented organizational skills to plan, execute, and supervise social and special events for more than 1,000 personnel such as Battalion Family Day, Remembrance Ceremony, monthly morale social gatherings, and the annual Battalion Marine Corps Ball.

December 1998 – August 2002: Infantry Squad Leader: Responsible for and supervised the combat readiness of 12 Marines, and executed the Platoon Commander's intents and plans during three deployments.

Personal: Single. Fluent in Korean, limited in Spanish. Completed 30 hr GI OSHA Course, Accounting Crs for Non-Accountants at UCLA Ext. Skilled in computers: Microsoft Office Suite, QuickBooks, AutoCAD, Microstation, and Fortran and C language programming.