



APPLICATION FOR COUNTY OF ORANGE BOARD, COMMISSION OR COMMITTEE

(FOR COUNTY USE ONLY)

Return to: Clerk of the Board of Supervisors 400 W. Civic Center Dr., 6th Floor Santa Ana, California 92701 Email: response@ocgov.com Website: https://cob.ocgov.com/

Instructions: Please complete each section below. Be sure to enter the title of the Board, Commission or Committee for which you desire consideration and attach a resume. For information or assistance, please contact the Clerk of the Board of Supervisor's Office at (714) 834-2206. Please print in ink or type.

NAME OF BOARD, COMMISSION, OR COMMITTEE TO WHICH YOU ARE APPLYING FOR MEMBERSHIP. SEE LIST AT https://cob.ocgov.com/boards-commissions-committees/bcc-name-list-and-contact-information

Orange County Workforce Development Board (OCWDB)

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: [] First [] Second [] Third [] Fourth [] Fifth

APPLICANT NAME AND RESIDENCE ADDRESS:

Anastasia Rose Zamora-Ortiz
First Name Middle Name (Optional) Last Name

Street Address City State Zip Code

Home Phone Number Cell Phone Number

Email Address

CURRENT EMPLOYER:

OCCUPATION/JOB TITLE:

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

[x] EMPLOYMENT HISTORY: Please attach a resume to this application and provide any information that would be helpful in evaluating your application. A RESUME MUST BE ATTACHED TO YOUR APPLICATION.

ARE YOU A CITIZEN OF THE UNITED STATES: [x] YES [] NO

IF NO, NAME OF COUNTRY OF CITIZENSHIP:

ARE YOU A REGISTERED VOTER? [x] YES [] NO

IF YES, NAME COUNTY YOU ARE REGISTERED IN: San Berna d ño

LIST ALL CURRENT PROFESSIONAL OR COMMUNITY ORGANIZATIONS AND SOCIETIES OF WHICH YOU ARE A MEMBER.

<u>ORGANIZATION/SOCIETY</u>	<u>FROM (MO./YR.)</u>	<u>TO (MO./YR.)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WITHIN THE LAST FIVE YEARS, HAVE YOU BEEN AFFILIATED WITH ANY BUSINESS OR NONPROFIT AGENCY(IES)? YES NO

DO YOU OWN REAL OR PERSONAL PROPERTY OR HAVE FINANCIAL HOLDING WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST? YES NO

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR CRIME SINCE YOUR 18TH BIRTHDAY? YOU ARE NOT REQUIRED TO DISCLOSE ANY OF THE FOLLOWING: ARRESTS OR DETENTIONS THAT DID NOT RESULT IN A CONVICTION; CONVICTIONS THAT HAVE BEEN JUDICIALLY DISMISSED, EXPUNGED OR ORDERED SEALED; INFORMATION CONCERNING REFERRAL TO AND PARTICIPATION IN ANY PRETRIAL OR POSTRIAL DIVERSION PROGRAM; AND CERTAIN DRUG RELATED CONVICTIONS THAT ARE OLDER THAN TWO YEARS, AS LISTED IN CALIFORNIA LABOR CODE § 432.8 (INCLUDING VIOLATIONS OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 11357(B) AND (C), 11360(C) 11364, 11365 AND 11550 – AS THEY RELATE TO MARIJUANA)?

YES NO

IF YES, PLEASE EXPLAIN AND ATTACH ADDITIONAL SHEETS, IF NECESSARY.

PLEASE BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD, COMMITTEE, OR COMMISSION. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

DATE: _____ APPLICANTS SIGNATURE: A.R. Zimora - Ortiz

CLERK OF THE BOARD OF SUPERVISORS USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received by: _____
Deputy Clerk of the Board of Supervisors

Date referred: _____

To: BOS District 1 BOS District 2 BOS District 3 BOS District 4 BOS District 5
 All BOS BCC Contact Person Name _____

Over the past decade, I have worked across community colleges, non-profits, and regional organizations to build systems that create genuine economic mobility. My professional path has centered on improving workforce programs to be more effective, readily available, and meaningful for those who use them.

In my current role with the Los Angeles/Orange Counties Building and Construction Trades Council Apprenticeship Readiness Fund, I am heavily involved in the Orange County landscape. Working closely with local training partners has given me a direct pulse on the unique needs of the county's students and job seekers. Navigating the complexities of apprenticeship readiness has given me a deep understanding of how labor, education, and industry must work in tandem to create viable career pathways.

I am eager to bring this expertise to the Orange County Workforce Development Board. My goal is to provide the strategic insight necessary to expand career pathways and ensure that regional investments lead to sustainable, high-quality jobs.

Profile

Interdisciplinary workforce development leader with 10+ years of expertise in non-profit and higher education sectors, specializing in end-to-end grant lifecycle management. Proven track record of securing \$3.5M+ in funding and designing data-driven systems to optimize program performance. Expert in stakeholder engagement and leveraging advanced data analysis to drive workforce equity and regional economic impact.

Education

B.A. Science, Technology, & Society | June 2018
California State Polytechnic University – Pomona, CA

A.A. Social Behavior & Self Development | June 2014
Rio Hondo Community College – Whittier, CA

A.A. Communications | June 2014
Rio Hondo Community College – Whittier, CA

Diploma | June 2006
Montebello High School

Skills

Grant Lifecycle Management	ERP Systems (Oracle PeopleSoft)	Database Design & Administration
Audit Resolution & Risk Mitigation	Policy Development & Governance	CRM Administration
Workforce Development Strategy	Financial Planning & Analysis	Stakeholder & Partner Engagement
Fiscal Compliance (CFR, GAAP)	SOP Authoring & Implementation	Data Visualization (Excel, PowerBI)
Cross-Functional Team Leadership	Data Privacy (FERPA/HIPAA)	Industrial Training Platforms

Experience

Grants Administrator | July 2024 - Present

Los Angeles/Orange Counties Building & Construction Trades Council Apprenticeship Readiness Fund

- Secured \$3.5M in grant funding through competitive application processes, expanding program capacity by 46% and securing long-term sustainability for workforce initiatives.
- Directly managed a \$7.5M portfolio of grant awards, ensuring 100% compliance with federal, state, and private funder regulations.
- Cultivated and maintained strategic partnerships with higher education institutions and non-profit stakeholders, streamlining communication and resource sharing to exceed grant deliverables.
- Designed custom Excel-based tracking systems to monitor grant milestones in real-time, providing executive leadership with actionable insights and ensuring on-time reporting for multimillion-dollar projects.

Grants Coordinator | July 2024 – August 2025

- Spearheaded a high-stakes audit recovery effort by reconstructing legacy documentation and reconciling complex financial records to save the organization \$250k in potential liabilities.
- Standardized internal fiscal reporting processes, moving the organization toward a "continuous audit-ready" state through improved record-keeping and data verification.
- Managed fiscal operations for four grant programs, ensuring all expenditures aligned with federal, state, and private funder regulations.
- Collaborated with executive leadership to identify funding opportunities and draft comprehensive proposals that incorporated the feedback of multiple stakeholders.

Advanced Production Assistant | April 2024 – July 2024

University of California Office of the President

- Provided production support for the UCPath ERP environment, assisting in the data integrity of payroll and HR operations for the University of California system.
- Coordinated with Payroll, HR, and IT Personnel to uphold data integrity within the UCPath system, offering operational support in a shared services capacity.
- Developed guidance for off-cycle payment and direct deposit workflows, supporting the accuracy of high-volume financial disbursements.
- Authored and refined comprehensive SOP guides to standardize production workflows, reducing onboarding time for new staff and ensuring consistent system maintenance.

Analyst | April 2023 – April 2024

4 Leaf, Inc.

- Conducted comprehensive fee-for-service reviews for municipal clients, identifying optimal fee levels to ensure full cost recovery and organizational sustainability.
- Employed diverse fiscal methodologies to calculate the true cost of program activities, excluding rate-based utilities to provide a granular view of departmental expenses.
- Analyzed existing city fee structures to identify revenue leakages and recommended adjustments to align with specified service-level standards.
- Leveraged advanced Excel modeling to simulate scenarios for fee adjustments, balancing public accessibility with fiscal responsibility.

Analyst | August 2021 – December 2023

Soboba Casino Resort

- Provided critical financial planning and analysis (FP&A) to senior management, delivering data-driven insights that informed regional marketing strategies and operational budgeting.
- Collaborated with the Accounting department to reconcile variances and ensure the integrity of monthly financial statements and performance KPIs.
- Architected and maintained comprehensive Power BI reporting dashboards for Marketing, Operations, and Accounting, streamlining the flow of financial data across the enterprise.
- Analyzed large-scale datasets to identify revenue trends and cost-saving opportunities, supporting the optimization of resort-wide resource allocation.

Grant Database Administrator/Technical Trainer | April 2019 – March 2020

Chaffey College Industrial Technical Learning Center (InTech)

- Designed and implemented specialized Apricot CRM environment, successfully migrating legacy participant data to a centralized, high-integrity platform.
- Authored extensive training manuals and established organization-wide policies to ensure consistent data collection.

- Engineered dynamic data visualizations and impact reports to translate complex grant metrics into compelling narratives for quarterly newsletters, flyers, and regional advertisements.
- Leveraged the Amatrol platform and LMS to track student progress, providing data-driven reports to verify technical skill acquisition for regional industry partners.

Student Services Specialist | June 2016 – November 2018

Chaffey College

- Managed the collection and analysis of demographic and employment data for program participants, ensuring the accuracy of longitudinal training outcomes for federal and state grant reporting.
- Partnered with the Workforce Development Coordinator and regional employer partners to facilitate job placements, successfully transitioning students into high-growth, training-related career paths.
- Acted as a primary liaison between students, faculty, and industry partners, providing high-touch support to navigate the transition from technical training to the regional labor market.
- Assisted in the planning and execution of campus-wide professional events, including job fairs, industry site tours, and graduation ceremonies.

Executive Assistant | June 2015 – October 2016

San Gabriel Valley Conservation Corps/YouthBuild

- Assisted in the development of grant proposals and annual reports by collecting statistical data and drafting narrative summaries for community outreach and program updates.
- Coordinated project timelines and activity estimates for various grant programs, ensuring stakeholders received timely updates and budget reports.
- Mentored Corps members to develop individualized post-secondary transition plans, providing guidance on self-development activities to support career and educational goals.
- Assisted in implementing internal personnel procedures and maintained strict confidentiality protocols for sensitive academic and fiscal records.



Orange County Labor Federation, AFL-CIO

309 N. RAMPART STREET, SUITE A • ORANGE, CALIFORNIA 92868
(714) 385-1534 • FAX: (714) 385-1544 • E-MAIL: info@oclabor.org

May 8, 2026

Nancy Cook, Director
Orange County Workforce Development Board
1300 S. Grand Ave., Building B
Santa Ana, CA 92705

RE: ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD NOMINATION

Dear Ms. Cook,

The Orange County Labor Federation would like to nominate Anastacia Zamora Ortiz of the Los Angeles/Orange Counties Building & Construction Trades Council to the Orange County Workforce Development Board.

Anastacia currently serves as Grants Administrator for the LA/OC Building & Construction Trades Council's Apprenticeship Readiness Fund, making her an ideal candidate for the OCWDB.

We ask your cooperation and speedy action on this nomination.

Sincerely,

Gloria Alvarado
Executive Director

Attestation

I attest that although I do not live in Orange County, the course of my daily work with the Apprenticeship Readiness Fund includes direct engagement with and oversight of activities impacting the Orange County region. The Los Angeles/Orange Counties Building and Construction Trades Council supports my nomination to the OCWDB to provide input on programming that benefits Orange County. I further attest that I will complete the annual Form 700 to disclose any conflicts of interest, I have no employer-related conflicts that would prevent my service, and I am able to attend six meetings per year with the understanding that three absences result in automatic removal.

Sincerely,

Anastasia Zamora-Ortiz
Grants Administrator
Apprenticeship Readiness Fund