



APPLICATION FOR COUNTY OF ORANGE
BOARD, COMMISSION OR COMMITTEE

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/>

Attachment B

(FOR COUNTY USE ONLY)

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>

Orance County Workforce Development Board

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: ☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

APPLICANT NAME AND RESIDENCE ADDRESS:

Denise

Desiree

Duplan

First Name

Middle Name (Optional)

Last Name

Street Address

City

State

Zip Code

Home Phone Number

Cell Phone Number

Email Address

CURRENT EMPLOYER: Marton Precision Manufacturing, LLC

OCCUPATION/JOB TITLE: Accounting Manager/ Director of H.R.

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

☒ **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: ☐ YES ☒ NO

IF NO, NAME OF COUNTRY OF CITIZENSHIP: Argentina

ARE YOU A REGISTERED VOTER? ☐ YES ☒ NO

IF YES, NAME COUNTY YOU ARE REGISTERED IN:

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>
NTMA	2/2025	Present
The Precision Manufacturing Foundation	5/2025	Present
_____	_____	_____

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 POSTTRIAL 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

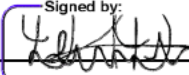
IF YES, PLEASE EXPLAIN AND ATTACH ADDITIONAL SHEETS, IF NECESSARY.

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

Attached

DATE: 6/25/2026

APPLICANTS SIGNATURE:

Signed by:

 406D14B5AA024D3...

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 _____

D E N I S E D . D U P L A N

Director of H.R. & Accounting Manager

CAREER SUMMARY

Strategic and hands-on Director of HR & Accounting Manager with 8+ years of experience in precision manufacturing and machine shop operations. Proven ability to independently manage all aspects of human resources alongside full ownership of company financial operations, including payroll, compliance, budgeting, and reporting. Began career with the company as an Accounting and HR Assistant and progressively advanced through roles including HR Generalist and HR Manager, demonstrating strong performance, leadership, and a deep understanding of both HR and financial functions. Strong background in employee relations, regulatory compliance, AS9100 standards, and organizational support, paired with comprehensive accounting expertise managing the complete financial lifecycle of the business. Recognized for reliability, discretion, and the ability to balance HR leadership with financial accuracy in fast-paced environments.

EXPERTISE

HR Leadership | Employee Relations & Conflict Resolution | Payroll & Benefits Administration | Compliance & Internal Controls | AS9100 Internal Audit | Process Improvement | Financial Reporting & Analysis | Policy Development & Implementation | Talent Acquisition & Retention | Performance Management System | Full-Cycle Accounting & Financial Oversight | Budgeting & Forecasting

TECHNICAL SKILLS

BambooHR | Quickbooks | Shop Control | Paylocity

PROFESSIONAL EXPERIENCE**DIRECTOR OF HUMAN RESOURCES & ACCOUNTING MANAGER**

Marton Precision Manufacturing, LLC | Fullerton, CA

August 2016 – Present

- Independently manage all human resources functions for company, serving as the sole point of contact for employees and leadership on HR-related matters.
- Handle full-cycle recruitment, onboarding, employee relations, disciplinary actions, and terminations in compliance with California and Federal labor laws.
- Administer payroll, benefits, and leave management processes with a high level of accuracy and confidentiality.
- Develop, implement, and maintain HR policies, employee handbooks, and compliance documentation.
- Maintain complete ownership of all company financial operations as the sole accounting professional, including accounts payable/receivable, general ledger, and financial reporting.
- Prepare and execute payroll processing, tax filings, and ensure compliance with all regulatory requirements.
- Manage budgeting, forecasting, and cash flow tracking to support business stability and decision-making.
- Perform month-end and year-end close processes, maintaining accurate and audit-ready financial records.
- Serve as internal AS9100 auditor, conducting audits, maintaining compliance documentation, and supporting corrective actions.
- Act as a trusted resource to leadership by providing both HR guidance and financial insight.
- Manage vendor relationships including insurance providers, payroll services, and financial auditors.
- Implement systems and process improvements across HR and Accounting functions to increase accuracy and efficiency.

EDUCATION & CERTIFICATIONS

BACHELOR OF ARTS / PSYCHOLOGY

In Progress

California State University, Fullerton

LEADERSHIP & VOLUNTEER EXPERIENCE

Board of Directors Member, Southern California National Tooling and Machining Association (SoCalNTMA)

2025 – Present

- Provide strategic guidance and industry support to advance workforce development, member engagement, and advocacy initiatives

Trustee, The Precision Manufacturing Foundation

2025 – Present

- Create initiatives focused on manufacturing education, training, and workforce pipeline development



4/6/2026

Orange County Workforce Development Board
Dear Members of the Selection Committee,

I am delighted to write this letter of recommendation in support of Denise Duplan's candidacy for the Orange County Workforce Development Board. I have had the privilege of working with Denise for the past few years and have seen firsthand her unwavering dedication to advancing the manufacturing sector and fostering workforce development within our community.

Denise is a recognized leader in our local industry, consistently championing innovation and operational excellence. Her tenure in manufacturing is marked by a keen understanding of both the challenges facing the sector and the opportunities that lie ahead. Denise's ability to anticipate industry trends and proactively address workforce needs has made her an invaluable resource to her colleagues and the wider business community.

Denise's passion for manufacturing is matched only by her dedication to service. She is deeply invested in ensuring that Orange County remains a vibrant hub of industry and is committed to creating pathways for individuals to succeed in fulfilling, sustainable careers. Her insights and leadership would be a tremendous asset to the Board as it continues its vital work.

I wholeheartedly recommend Denise Duplan for membership on the Orange County Workforce Development Board. She brings expertise, vision, and a collaborative approach that will greatly benefit the Board and our community.

Sincerely,

Kaity

Kaity Van Amersfort
So Cal NTMA, Executive Director

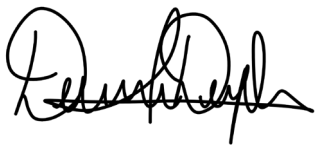


Denise Duplan: Why I Would Like To Serve on the OCWDB

I am motivated to serve on the board to help bridge the gap between industry needs and workforce readiness. With experience in both HR and Accounting, I have seen firsthand the challenges employers face in finding skilled talent in the manufacturing industry. I am passionate about supporting programs that will help develop the needed skills and strengthen the partnerships between education and industry.

A seasoned professional with nine years of progressive experience within the same organization, currently serving as Director of Human Resources and Account Manager. In this role, she leads both the HR and accounting functions as a one-person department, overseeing all financial operations while managing the full scope of human resources. She began her career in manufacturing as an Accounting Assistant and steadily expanded her responsibilities to include HR, advancing through initiative, adaptability, and a strong commitment to organizational success. Midway through her career, she chose to pursue a degree in Psychology, which she is actively working toward, enhancing her ability to support employee relations. In addition to her professional role, she also serves on the Board of Directors for the Southern California NTMA and the Precision Manufacturing Foundation, contributing to the advancement of the precision manufacturing industry.

Denise Duplan

A handwritten signature in black ink, appearing to read 'Denise Duplan', with a stylized, flowing script.