Jane Doe California Natural Resources Agency

Job Code #: JC-1111111

Statement of Qualifications

1. **Why do you want to join the California Natural Resources Agency?**

My desire to join the California Natural Resources Agency is rooted in my passion for clean energy and environmental justice. I first became passionate about this work when I found out that children in my town disproportionately suffer from asthma due to disparities in air pollution and smog. As a result, I decided to intern for a year at the Sustainable Energy Project as a Renewable Energy intern through an Orange University program known as Energy Ignite. At the same time, I took classes at Orange University in environmental science, climate change, and environmental inequity, during which time I wrote policy memos and research papers on greenhouse gas reductions, society and the environment, populations that are disproportionately affected by energy usage externalities, and wind turbines. I also later interned at the Orange Law Environmental Advocacy Clinic, where I researched the history of clean energy initiatives and the adverse effects of air pollution on families. These experiences taught me a lot about the injustices embedded in our energy systems and how they’re intertwined with health and economic inequality.

These experiences inspired me to spend the rest of my life pursuing a career fighting to advance environmental justice and find more sustainable energy resources. It would be an immense privilege to work at the California Natural Resources Agency to assist with sustainable energy compliance, renewable energy education, and environmental justice for underserved communities.

1. **Explain your familiarity with Microsoft Office and your past experience with it and other visualization programs.**

I have used the Microsoft Office Suite in both professional and academic settings. I have been writing my papers and completing my homework assignments on Word for at least seven years. I frequently utilized Microsoft Powerpoint and Visio to create presentations for class assignments and final projects while at Orange University. Moreover, I frequently used Microsoft OneNote in my university classes to take and disperse class notes. I’ve used Microsoft Excel to organize quantitative and qualitative data for my research assignments and organize data for legislative and policy research in my roles at Dog Days Inc. and the California Cats Association (CCA); I've also used Excel to create data visualizations for three research presentations in these respective roles. For the past eight months, I have used Outlook as my primary email/scheduling tool for my role at CCA, and I've also used Outlook in the past as a legislative intern in the California Surfing and Boogie Boarding Agency during the summer of 2017 and 2018.

1. **Tell us about a project you’ve worked on from start to finish, and a challenge you faced.**

A project that I participated in from development to completion was planning an educational hearing on avocado toast while I was in an intern in the Association for Avocado Enthusiasts (Association). My supervisor was the committee chair at the time and asked another staffer and me to brainstorm, plan, and execute a hearing on different forms of avocado toast, the proper ingredients for a crowd-pleasing avocado toast, and how popular avocado toast really is. With the date already mandated by the CEO of the Association for Avocado Enthusiasts, we had four weeks to bring it to fruition.

The first step was to plan the structure of the hearing. This involved determining what aspects of avocado toast we were going to highlight, how long each segment would last, and how much time we needed to reserve for questions and comments. We reached out to different stakeholders to be potential panelists, each involved in organizations that represented various aspects of longitudinal data systems. This included those involved with the lemon industry, spice interest groups, representatives from major bread corporations, and influencers from major cooking and food TV shows.

One of the most challenging aspects of this project was determining how many stakeholders to reach out to, knowing that some would not be available to be panelists and knowing that hosting too many panelists would render the hearing ineffective, but also knowing that it could be considered unprofessional to reach out to a stakeholder and then subsequently cancel their candidacy, or reach out to a stakeholder with only a week’s notice before the hearing. Maintaining positive relationships with stakeholders is extremely important in the legislature, so we undertook a careful and balanced process to ensure the utmost levels of professionalism with the stakeholders we managed for the hearing. Ultimately, we ended up with a perfect mix and number of panelists

The next step was to create literature and materials for the hearing. I did extensive background research into the history of avocado toast and created a short but informative policy memo for each panelist, committee member, and hearing attendee to receive.

Finally, I worked with stakeholders from the avocado toast sphere, Committee Rules, the CEO’s office, and Association administration to publicize the hearing. On the day of the hearing, I ensured that my member was briefed correctly and dispersed appropriate materials. The hearing was a huge success and extremely informative to all who attended. Shortly after the hearing, the CEO of the Association announced his support and plans to implement a new line of avocado toasts at the Association.