

Board and Commission Applicant Information

Chen, Sarah

Date of Application Received June 02, 2017

Applicant Name: Chen, Sarah

Mail Address: 3905 Dry Creek Drive, Austin, TX, 78731

Email Address: [REDACTED]

Phone Number: • [REDACTED]

Ethnicity: Asian/Pacific Islander

Gender: Female

District: 10

City of Austin Resident: Yes

Employer:

Occupation:

Disability:

Resume:

Sarah Chen 3905 Dry Creek Drive Austin, Texas 78731 Email [REDACTED] **PROFILE:** Accomplished manager with over 19 years of experience in financial and auditing disciplines. Skilled in government policy research and analysis, budget development and monitoring, financial forecast, analysis and evaluation, program auditing and management, information systems auditing and database management, data analysis, emergency response, and customer service. **WORK EXPERIENCE** City of Austin Human Resources Department, Austin, TX 03/2000 – 12/2016 Financial Manager **BUDGET PREPARATION AND MONITORING:** Developed and managed department's business plan, department operating, grant, and citywide programs budgets. Developed and implemented departmental financial policies. Managed department's accounting, budgeting, contracting, financial analysis and reporting, grants, inventory, procurement, and facilities functions. **PROGRAM DEVELOPMENT AND IMPROVEMENT:** Developed department Contract Management Manual and managed annual updates. Developed proposals, new programs, and program improvements. Managed Citywide Cultural Events budgets and program implementation. Collected business, financial, service and operations information, identified and evaluated trends and options, and recommended modifications to goals and objectives in annual business planning and budget process. **DATA COLLECTION AND ANALYSIS:** Supervised Citywide human resources key indicators and performance measures reporting. Managed department performance measures data collection, calculation and reporting. Reported International City/County Management Association (ICMA) Human Resources and Risk Management measures for 15 years. Ensured data reliability and appropriate methodology for data analysis and performance measures calculation. **COMMUNICATION:** Managed Citywide Executive Relocation program and served as SPOC (single point of contact). Coordinated relocation services and provided consultation to departments relocating non-executive level positions. Wrote, reviewed, and approved Request

for Council Approvals and directed contracts managers and other subordinates to ensure compliance with financial, personnel and other policies. Managed department CityEthics annual training and provided program implementation and improvement input to the Law Department. Built a strong network of subject matter experts to coordinate and resolve operational issues. TRANSLATION: Translated documents from Chinese to English and vice versa, transcribed and summarized recordings from Chinese to English, coached officer in Mandarin for APD. Conducted consecutive interpretation from English to Chinese and vice versa for victim services clients. Translated documents and surveys from Chinese to English and vice versa for community outreach. Evaluated translations obtained from other sources for technical accuracy, grammar, word usage and idiomatic use. Translated documents and conducted consecutive interpretation from Chinese to English and vice versa for employee grievance process. Auditor City of Austin Office of the City Auditor 01/1998 – 03/2000 Research Specialist City of Austin Medical Assistance Program 07/1994 – 01/1998 CERTIFICATIONS – Scholar in EHLS Certificate Program, Georgetown University, 01/2017–08/2017. Attending on full scholarship from the National Security Education Program (NSEP). – Facilitator Training, Perspectives on Profiling, 07/2005, Museum of Tolerance/Simon Wiesenthal Center, Los Angeles, California VOLUNTEER / COMMUNITY WORK: – Volunteer Foster Family, Austin Animal Center, 2007-Present – Staff Liaison, Asian American Quality of Life Advisory Commission, 6/2014-12/2016 – Treasurer, Network of Asian American Organizations, 2006-2014 – Board Member, Network of Asian American Organizations / concurrently Chair, City of Austin Asian American Employee Network, 2003-2006

Board or Commission Name and Specific Qualifications:

- **Asian American Quality of Life Advisory Commission**

Qualifications: I volunteered to serve as the first Staff Liaison for AAQOLAC until December 2016, and have been active in community service in Austin for over 20 years. My knowledge of and experience with City of Austin operation, and understanding of community issues and needs qualify me to be the bridge between the City of Austin and the Asian American community.