

APPLICATION FOR APPOINTMENT TO
COUNTY BOARDS/COMMISSIONS AND COMMITTEES

Submit Date: Dec 30, 2021

Profile

Instructions: You may fill out this application on-line by tabbing between fields. After you have completed the form, print the application by clicking on the Print button at the bottom of the page. Alternatively, you may print the blank form and fill it out by hand. You must sign and date the application. Attach any additional documents and mail to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

Which Boards would you like to apply for?

Adult and Family Services Commission: Submitted

Incumbent?

Yes No

Ashley

First Name

Quadros

Last Name

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

Mailing Address (if different from residence)

[Redacted]

Supervisory District 1 through 5 (Available from Election Office, 265-1298)

None Selected

Time(s) available to attend meetings (days, evenings, etc.)

Any

[Redacted]

Email Address

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Interests & Experiences

Experience: A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

Education/Employment Experience

BA in English Development Director of Hospitality House - present Nevada County Resource Parent (aka foster parent) - present

Community Experience and Affiliations

Affiliated with Hospitality House, the leading homeless services provider for individuals and families in Nevada County Affiliated with Child Protective Services as a Resource Family

Other County Boards, Commissions, or Committees on which you have served:

I currently lead a development committee at Hospitality House, comprised of some Hospitality House board of directors as well as concerned citizens who have an interest in furthering our fundraising efforts to support those in need.

Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

I am accustomed to furthering the efforts of boards and the visions and goals of boards, with several years of direct experience at Hospitality House, Placer Community Foundation and Tahoe Donner. At Hospitality House specifically, seeing homeless children, men and women is not only devastating but motivation to do more as a community and one of the reasons I am interested in joining your committee. I stand by the goal of improving the lives of individuals and families not just professionally, but personally too. Last year, I took the steps to become a licensed Resource Parent in Nevada County to help children experiencing abuse/neglect, etc. Today, I have a foster daughter who has been part of my family since May.

References: Please list two references with telephone numbers

Nancy Baglietto [REDACTED] Rebecca Torpie [REDACTED] Joe Naake [REDACTED]

[Ashley_s_Resume_2021.docx](#)

Upload a Resume

[Letter_of_Rec_Tahoe_Donner.pdf](#)

Other attachment

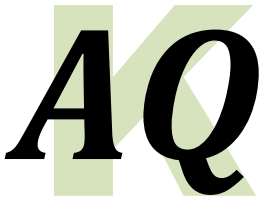
Agreement

Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at <http://www.fppc.ca.gov>. An Oath of Office will be required upon appointment. I have reviewed the Financial Disclosure Statement requirement.

I Agree

Applications must be filed with: **Clerk of the Board of Supervisors, County of Nevada, 950 Maidu Ave., Nevada City CA 95959-8617**. This application is a public document.
Document-16360 Rev 1/2008

Ashley Quadros



Ashley K. Quadros

Objective: To attain a long-term career in a non-profit-related field with an emphasis on writing, editing or marketing

Skills

- 15 years of professional editing/writing
- 8 years of supervising/managing experience
- 15 years of researching skills using various search engines
- Outstanding customer service
- Proven problem solving and leadership abilities
- 8 years of promotions/advertising/events
- Proficient in Microsoft Word, WordPress, Excel, Outlook, PowerPoint, Google Analytics, Search Engine Optimization (SEO), social media, Photoshop and Premiere Pro
- Excellent communication skills; team player
- Works well under tight deadlines in a fast-paced environment; multitasking master
- Types 75+ words per minute

Work Experience

Development Director (*Nov. 11, 2008 – present**)

Foothill House of Hospitality (DBA Hospitality House), Grass Valley, CA

Responsible for all private fundraising efforts for Hospitality House, raising 1M+ per year

Oversees all fundraising, marketing, media, public relations, volunteerism, community outreach, agency branding, social media, private grant endeavors and events

Manages small development team to meet fundraising goals and agency/board of directors' initiatives

Oversees volunteer development committee for expanded growth opportunities

Writes, edits, produces stories of impact to drive giving

Edits/produces videos to tell the story of Hospitality House and its partners

Cultivates local businesses to partner and streamline services for those in need

Works with donors one-on-one to develop relationships, partnerships and opportunities for giving

Leads speaking engagements to engage prospects

Ghostwriter for CEO

**Promoted from Development Manager to Development Director in under 3 months*

Marketing & Communications Coordinator (*March 2018 – Oct. 2018*)

Placer Community Foundation, Auburn, CA.

Crafted all communication materials, including but not limited to newsletters, ad copy, e-blasts, blogs and annual reports

Managed all social media accounts and online presence

Worked with CEO and board to further mission

Interviewed donors to capture their stories for future promotions

Conducted site visits of nonprofits to learn about their operations

Managed two websites, placercf.org and placerhousingmatters.org

Assisted with photography and video

Marketing Content Coordinator (*Sept. 2014 – Sept. 2017*)

Tahoe Donner Association, Truckee, CA.

Assisted in the production of *Tahoe Donner News*, a monthly magazine that reaches approximately 25,000 people (available in print and online)

Wrote feature articles for the magazine (involved researching facts and statistics, conducting interviews and developing relationships and connections within the community)

Edited and proofed magazine for AP Style, syntax and accuracy

Heavy hand in marketing efforts (press releases, interviews, ad copy, newsletters, solicitation, media exposure and furthering relationships through regular communication, local events and town meetings)

Social media management and strategy

Wrote and edited marketing materials, such as brochures, flyers and more

Analyzed marketing efforts and made recommendations for growth
Analyzed the effectiveness of SEO, website management and tracked stats and interest in Google Analytics
Acted as onsite photographer for events as needed
Assisted in video production projects

Digital Content Producer *(June 2012 – Nov. 2016*; job position/duties have varied slightly within the same department; highlights noted below)*

CBS Radio, Sacramento, CA.

Content lead and manager of five radio station websites

Quality control manager for all online published works; trainer for writing standards

Managed content placement, updated organizational flow of multiple music websites

Wrote and published articles on a variety of subject matters, including country, alternative, rap, rock, hip hop, sports, off-beat, etc. (nationally syndicated writer)

Devised strategies to increase traffic to websites and social media accounts

Analyzed SEO, trends and Google Analytics

Assisted in social media prompts and promoting across multiple radio stations; trainer for effective social media strategy

Promoted/advertised events, assisted with event planning and online marketing initiatives

Managed graphic design department

Reported live from events as needed to include on-the-spot written articles, photography and social media prompts

Networked with affiliate television stations to get more exposure for station events

Acted as an off-site consultant for writing, editing and development

**Transitioned to part-time remote upon moving to North Lake Tahoe*

Volunteer Field Writer/Reporter *(June 2011 – May 2013)*

The Fish Sniffer Magazine, Auburn, CA.

Wrote articles/fish reports/feature stories for the company's bimonthly magazine

Researched fish, weather conditions and techniques

Contacted sources to acquire the most up-to-date information

Interviewed persons of interest for feature stories

Worked with advertisers for brand promotion

Went on fishing expeditions to gather information first-hand for stories

Senior Editor & Supervisor *(March 2008 – March 2012*)*

Apex Investigative Services, Inc., Rancho Cordova, CA.

Supervised a small editing department by finalizing all documentation and providing critiques

Wrote/edited reports daily under tight deadlines

Created and implemented training manuals used nationwide

Responsible for training all new investigators and editors on writing

Researched persons of interest using various online search engines

Created and/or edited charts, PowerPoint presentations, press releases, announcements, web content, brochures and RFPs

Planned annual events and assisted at promotional events to gain clientele

Assisted with customer service and support (phones, emails and mail)

**Promoted into management after two months of employment*

Accounts Receivable Clerk *(July 2007 – Jan. 2008 (Laid off due to decline in construction industry; recession))*

Republic Electric West, Sacramento, CA.

Billed various companies and collected payments

Reviewed, interpreted and edited legal contracts

Created and implemented new methods of tracking currency that ultimately revealed extensive unclaimed funds (received a 25% raise after three months of employment as a result)

Assisted with customer service and visited clients to maintain relationships

Education

Bachelor of Arts in English; dean's list.

California State University, Sacramento (CSUS).



May 31, 2017

Re: Recommendation for Ashley Quadros

To Whom It May Concern,

I am writing to wholeheartedly endorse Ashley Quadros for a position in your company. Ashley joined us at Tahoe Donner Association nearly three years ago and has been a standout ever since.

As one of Ashley's direct managers, I can say without hesitation that she goes above and beyond in every category of her job. From the very beginning in her role as marketing content coordinator, Ashley demonstrated she was a quick study with vast knowledge and know-how. She requires little to no supervision and takes initiative at every turn. As examples, she single-handedly doubled our social media following in under a year; has regularly landed large media stories for our resort, including international stories with publications such as *The Guardian*; and has demonstrated she can write with flair on any subject, from radio copy and advertisements to AP-Style feature stories, articles, newsletters, and more.

When it comes to marketing and writing, Ashley has suggested countless ideas to improve our brand and expand our audience. She is far from shy and coordinates media visits and gives on-camera interviews with ease. Similarly, she is a thorough interviewer, researcher and editor for our own magazine, *Tahoe Donner News*, and engages the public with the utmost respect.

Ashley is great with a camera and many of her photos have been used on the cover of our magazine, in advertisements and with her articles. Over the last year or so, she has shown an interest in advancing her photography skills and has been regularly taking professional online training courses in Adobe Photoshop CC 2017. At her own request, she also began taking Adobe Premiere Pro CC 2017 training to enhance our video offerings.

Regardless of what Ashley is working on at Tahoe Donner, she gives that personal touch every time. I know whatever career path Ashley chooses to pursue, whether it's writing-related, marketing or something completely new, she will be an asset to her team. Should you have any questions, please feel free to contact me directly.

Sincerely,

Brinn Talbot
Director of Marketing & Member Services
Tahoe Donner Association
530-448-2774

