
Profile

Chandra

First Name

Diane

Middle Initial

Bezjak

Last Name

cdbezjak@gmail.com

Email Address

5127 75th Ave Sw

Home Address

Suite or Apt

Olympia

City

WA

State

98512

Postal Code

Home: (720) 934-8089

Primary Phone

Home:

Alternate Phone

Question applies to multiple boards

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

Three absences from meetings in a year may result in removal from an advisory board.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

When filed with the City, your application and attachment documents are public records and may be subject to public release.

Administrative Assistant

Occupation

Which Boards would you like to apply for?

Arts Commission: Submitted

Design Review Board: Submitted

Parks and Recreation Advisory Committee: Submitted

Planning Commission: Submitted

Question applies to multiple boards

If you applied for multiple boards or commissions, please rank them in order of interest below.

Arts Commission Parks and Recreation Commission Planning Commission

Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) *

Other

If you choose "other" please write in your neighborhood here:

Evergreen Shores

Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

1. Briefly describe why you wish to serve on this advisory committee.

I recently moved to Washington from Colorado. There I served on the Northglenn Arts and Humanities Board for several years. I love public art and I love being able to participate in my community by bringing art to public places and by supporting artist. I am also an artist myself.

Question applies to multiple boards

2. Describe your qualifications and/or skills which would benefit this advisory committee.

I am very organized and I have served as secretary of the NAHF Board. I have also supported city boards in my career so I am familiar with parliamentary procedure. I enjoy working with community members. I am also an artist.

Question applies to multiple boards

3. Describe your involvement in the Olympia community.

I am new to Olympia but I am looking for opportunities to be involved in the community.

Question applies to multiple boards

4. List your educational and professional background and area of study.

I have a BFA in Illustration and Graphic Design.

Question applies to multiple boards

5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

I Up to 10 hours

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

6a. Do you wish to be considered for appointment to another advisory committee?

Yes No

Question applies to multiple boards

6b. Do you wish to be considered for future appointment to this committee?

Yes No

Question applies to multiple boards

6c. Would you be willing to volunteer for other City activities?

Yes No

Question applies to multiple boards

If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.

Parks and Recreation, Planning Commission.

Question applies to multiple boards

7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes No

Question applies to multiple boards

8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.

Do you agree to comply with this expectation?

I Agree *

Question applies to multiple boards

9. How did you learn about this advisory committee recruitment?

Facebook

[Chandra_Bezjak_Resume_2019.pdf](#)

Upload a Resume

Question applies to Arts Commission

10. Currently, what is your relationship to the arts in Olympia?

I am an artist and I have shown my work at the Ecology building. I enjoy participating in arts events.

Question applies to Design Review Board

10. Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

I do not have experience with these subjects but I have supported Planning Boards in my career.

Question applies to Design Review Board

11. What do you consider influences on building and/or site design?

I have worked in Planning departments in my career.

Question applies to Design Review Board

12. What does “good design” mean to you?

Good design is people focused design that allows the public to be part of the design.

Question applies to Design Review Board

13. Describe your experience reading site plans and design drawings.

I do not have this experience.

Question applies to Planning Commission

10. In your own words, what is the role of an Olympia Planning Commissioner?

.

Question applies to Planning Commission

11. What interests you most about community planning?

.

Question applies to Planning Commission

12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?

.

Question applies to Planning Commission

13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?

.

Question applies to Planning Commission

14. What is your knowledge of the City’s Comprehensive Plan and how it relates to planning?

.

CHANDRA BEZJAK

Olympia, WA 

720-934-8089 

cdbezjak@gmail.com 

www.linkedin.com/in/chandra-bezjak 

Eleven years of experience working in state and municipal government and the private sector as an administrative assistant with an emphasis on quality assurance. My abilities encompass a broad range of skills, including proficiency in many software programs, supporting high-level committees, liaising with internal and external customers, and providing exceptional customer service. In addition, my strong work ethic and detail-oriented personality allow me to consistently bring value to business teams.



PROFESSIONAL PROFILE

- Executive Assistant
- Organization
- Adobe Creative Suite
- Marketing / Design
- Office Management
- Microsoft Office



PROFESSIONAL EXPERIENCE

Administrative Assistant 3 Department of Ecology, State of Washington **March 2019-Present**

Administrative Assistant to the Spills, Prevention, and Response Program

- Provided general administrative support for Section Managers and Program
- Reconcile expense reports
- Format and distribute correspondence to outside partners
- Schedule and manage meetings via Microsoft Outlook for Section Managers
- Upload and maintain electronic files to SharePoint
- Create and manage internal SharePoint site
- Special Projects as assigned

Executive Assistant/Office Manager Colorado Children's Campaign **2017- December 2018**

Executive Assistant to the President/CEO

- Provide Front Desk support for office
- Office Manager/ administrative assistant for office of twenty co-workers
- Reconcile expense reports and credit card statements
- Assist with processing payroll and other Human Resource duties
- Schedule and manage meetings via Microsoft Outlook for CEO
- Prepare for Board meetings and retreats including taking minutes and preparing packets
- Act as liaison for office and offsite IT support
- Notarize documents as needed

Business Support Associate McWhinney Real Estate Services **2015-2017**

Administrative support to the Senior Vice President/General Counsel and Associate General Counsel

- Provide Front Desk support for office of C Level Executives
- Reconcile expense reports and credit card statements
- Process legal invoices and work with outside counsel to correct discrepancies
- Plan events for outside counsel
- Work with Accounting and Outside Legal Counsel to pay invoices efficiently and accurately
- Schedule and manage meetings via Microsoft Outlook for Associate General Counsel and General Counsel
- Prepare Operating Agreements for entity creation and real estate transactions
- Upload and maintain electronic SharePoint files and utilize MFiles
- Notarize documents as needed

Administrative Specialist II City of Thornton, Colorado**2014-2015**

Administrative support to the Planning & Development Engineering Divisions

- Provide external customer service by answering questions and processing construction permits quickly and efficiently.
- Reconcile expense reports for thirty employees.
- Schedule and manage meetings via Microsoft Outlook.
- Prepare minutes and compile data for bi-monthly board meetings.
- Upload and maintain electronic SharePoint files for new city developments.
- Draft daily correspondence and order office supplies as needed.

Administrative Specialist II City of Commerce City, Colorado**2012-2014**

Administrative support to the Community Development Division & Planning Department

- Planned public reception events.
- Processed and organized zoning, subdivision, and development plan files.
- Supported planners on special projects including Historical Preservation Plan, Station Area Master Plan and Public Art Plan.
- Supported the monthly meetings of two boards by taking minutes and compiling/distributing data.
- Maintained electronic files and implemented new organization processes.
- Processed monthly expense reports for 25 people, ordered office supplies, generated correspondence, and routed planning submittals for review to internal and external recipients.
- Reviewed archival data to extract planning and zoning information.

Cultural Affairs Administrative Tech. City & County of Broomfield, Colorado**2007-2012**

Administrative and marketing support for Broomfield Auditorium and Cultural Affairs Division

- Created marketing materials including press releases, posters, fliers, outdoor promotional pieces, and LED signage for the 1st Bank Event Center and Broomfield Auditorium.
- Maintained the various Cultural Affairs websites on a weekly basis.
- Managed annual marketing budget.
- Created PowerPoint presentations as needed for Cultural Council and City Council.
- Organized the yearly Scientific and Cultural Facilities (SCFD) grant application information submitted to the City and County.
- Helped create Requests for Proposals (RFP) for commissioned public art.
- Planned various entertainment events for 60 people.
- Scheduled and installed monthly art shows in the Broomfield Auditorium Gallery.
- Supported monthly Public Art and Cultural committees by taking minutes, compiling/distributing data.
- Organized the installation of public art including working with various City and County departments and artists to coordinate selection and placement of artwork.

**EDUCATION**Rocky Mountain College of Art and Design, Denver
CO

BA in Illustration AA in Graphic Design

**VOLUNTEER ACTIVITIES****Board Member: Northglenn Arts and Humanities Foundation**

As a Board member, I participated in the selection, planning and installation of public art for the City of Northglenn. I enjoyed working with other board members and staff to organize the Northglenn Art on Loan program. I also volunteered my time to the Northglenn summer concert series and other events