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Alicia "Angelica" Bolanos

Constituent Information

Name	Alicia "Angelica" Bolanos	Contact Record Type	Applicant
Middle Initial		Account Name	
Title		Status	
Council District	1	Gender	Female
# of Board Memberships	0	Ethnicity	Hispanic/Latino
Qualifications		Diversity	
Member Id		Comments	
		Other	

Contact Information

Send mail to		Mobile	
Home Phone	[REDACTED]	Other Phone	
Phone		Business Phone	
Fax		Business Fax	
Email	[REDACTED]	Business Email	
Mailing Address	[REDACTED]	Other Address	[REDACTED]
Created By	Boards and Commissions Liaison, 6/13/2018 6:32 PM	Last Modified By	Boards and Commissions Liaison, 6/13/2018 6:32 PM
Description			

Activity History

Email: Application Successfully Submitted

Related To	APP00004179
Task	<input checked="" type="checkbox"/>
Due Date	6/14/2018
Assigned To	Boards and Commissions Liaison
Last Modified Date/Time	6/13/2018 6:32 PM
Comments	<p>To: [REDACTED]</p> <p>CC:</p> <p>BCC:</p> <p>Attachment: --none--</p> <p>Subject: Application Successfully Submitted</p> <p>Body:</p> <p>Thank you for your submission. We appreciate your interest in Salt Lake County's Boards and Commissions process. We have received your application and are submitting it for review and consideration to the appropriate board coordinator. We will be in contact with you shortly for the next steps involved in the selection process. If you are selected for an interview, you can expect a phone call from the Board Coordinator.</p> <p>Thank you, again, for your interest in serving. We do appreciate the time you invested in this application.</p> <p>Regards,</p>

Salt Lake County Boards & Commissions**boards@slco.org****Applications****APP00004179**

Board **Jordan River Commission**Date **6/14/2018****APP00004180**

Board **Salt Lake County Bicycle Advisory Committee (SLCBAC)**Date **6/14/2018**

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Angelica Bolaños

Summary

- Robust experience with documentation and recording.
- Possess sound judgment and proficient analytical skills.
- Bilingual-reading, writing and speaking in Spanish/English
- Strong verbal and written communication skills
- Extensive community outreach experience
- Proficient in Word, Excel, PowerPoint, Photoshop Elements, Illustrator, Kronos, Buisness Plus, Powerschool
- Excelent time management skills and organization capabilities
- Strong customer service skills

Professional Experience

Administrative Assistant

Speech & Hearing Department, SLCSO

Salt Lake City, UT 7/2017 – Present

- Retrieve and process student data from learning management system to update and maintain accurate student records.
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors
- Processed payroll (Kronos), purchase orders and order requisitions (Buisness Plus).
- Greeted visitors and schedule appointments as needed.

Administrative Assistant

Equity Department, SLCSO

Salt Lake City, UT 6/2016 – 7/2017

- Assisted with document translation, translator scheduling, database upkeep and processed all payments.
- Created and prepared documents and materials such as EAP template, HV tracking sheets, budget Spreadsheets, program fliers, certificates and mailings.
- Processed payroll (Kronos), purchase orders (Buisness Plus), and student grades/attendance for Equity department (PowerSchool).
- Performed a variety of clerical functions for the purpose of providing the Equity department with the tools necessary to run a smooth department.

Student Advocate

Northwest Middle School, SLCSO

Salt Lake City, UT 1/2016 - 6/2016

- Helped support a positive school climate while interacting with students, families and community.
- Made frequent home visits to obtain information about students and help ensure a positive, on-going family-school partnership.
- Monitored attendance communicating progress and challenges with administration, counselors, students, and families.

Program Coordinator

Youth City

Salt Lake City, UT 1/2015 - 5/2015

- Knowledge of principles and practices related to youth development and educational challenges/issues. Interpersonal, written and oral communication skills. Creative, strategic and analytical thinker with the ability to manage multiple projects for students of diverse ages and socio-economic backgrounds. .
- Assisted in program budgets, staff hiring, training, and supervision
- Assisted with the development of public relations and community outreach to support program goals and increase community awareness.

Angelica Bolaños

Special Education Paraprofessional Open Classroom, SLCSD

Salt Lake City, UT 10/2014 - 1/2015

- Assisted Case Manager conducting data observations, support of classroom teachers and intervention for the purpose of improving classroom management.
- Supervision and development of students with IEP goals.
- Individual and group intervention for the improvement of classroom management.

Art/Media Instructor

Youth City

Salt Lake City, UT 06/2014-12/2014

- Planned, implemented, and evaluated instructional program. Maintained programs aligned to various age levels and populations of students taught in order to maintain academic aptitude expectations.
- Worked cooperatively with administration and staff to best meet the educational needs of the student population, modifying instruction for students not performing appropriately with grade level materials.
- Ordering and inventory of supplies

In-Home Prevention Specialist

Prevent Child Abuse Utah

Salt Lake City, UT 09/2010- 02/2012

- Initiate family assessment and screening, establishing family strengths and needs with referrals to community services as needed.
- Plan, teach and implement lesson plans with families
- Develop community partnership through numerous home visits

Research Health Advocate

Planned Parenthood of San Diego

San Diego, CA 02/2005-7/2006

- Recruitment and patient outreach; Screen potential subjects in order to determine study participants
- Managed patient compensation
- Collection of clinical data

Administrative assistant

Sunrise Assisted Living of La Jolla

San Diego, CA 8/2003- 12/2004

- Provided support to administrative staff, function as liaison between headquarters HR.
- Payroll management
- Monthly & weekly variance report management

Community Health Advocate

YMCA CRS

San Diego, CA 3/2002-8/2003

- Recruited, scheduled and conducted tobacco education workshops
- Solicited voluntary “smoke-free” pledges
- Collection of data

Education

WEBER STATE UNIVERSITY - Ogden, UT 84403

General Education

CONCORDE CAREER COLLEGE– San Diego, CA 92113

Clinical Lab Assistant, 2002

Angelica Bolaños



SAN DIEGO COMMUNITY COLLEGE– San Diego, CA 92101
Small Business Management Certificate, 2002



Board Appointment Approval

Ben McAdams

Salt Lake County Mayor

Erin Litvack

Deputy Mayor, County Services

Rick Graham

Deputy Mayor, Operations

Karen Hale

Deputy Mayor, Community
& External Affairs

Darrin Casper

Deputy Mayor, Finance
& Administration

On the 21st day of August 2018 the Salt Lake County Council consents to the appointment of Ms. Angelica Bolanos as a member of the *Salt Lake County Bicycle Advisory Committee*.

Her first, three-year term will begin August 21, 2018 and end August 20, 2021.

Salt Lake County Council

Aimee Winder Newton
Chair, Salt Lake County Council

Attest:

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Anna Vukin-Chow in the Mayor's Office, N2- 100 to process this appointment.