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Los Molinos, Ca 96055



# GEORGINA CARDENAS

## CAREER OBJECTIVE

My focused objective is to secure the California Vanpool Authority's Executive Director position. I seek to bolster our unique CalVans transportation model offering my exceptional ability to build relationships based on trust with vital business partners and stakeholders. I offer my action and results oriented oversight as a Human Resources Director to help bolster our agency effectiveness and longevity. With almost a decade of experience with the CalVans program I will provide executive function while aligning with agency values and culture.

## EDUCATION

Organizational Leadership, BSOL  
Columbia Southern University  
2017- Expected Graduation 2019

## PROFESSIONAL EXPERIENCE

### TECHNOLOGY

Microsoft Office Suite  
PowerPoint Presentations  
Logistics, Mapping, GPS

### TRANSIT COORDINATOR

California Vanpool Authority / Hanford, Ca / 2010 - Present

- Management principles; direct human relations activity, solve problems, make decisions, and hold staff accountable for upholding their individual and departmental responsibilities
- Organized leader that can be relied on to instruct, motivate, and inspire staff and direct and provide leadership to all transit operations and services through subordinate staff
- Partner with other government organizations and officials; State and Federal Departments of Labor, California Highway Patrol, local law enforcement for compliance of vanpool transportation programs. Worked with the Employment Development Department and the UC Davis ag division to survey farmworkers and document migration and crop patterns to provide personal protective equipment for avoidance of Prop 65 chemicals and to reduce hearing loss among workers
- Logistics principles to ensure public services and daily transit operations run smoothly including GPS coordinates for locating vans
- Knowledge and awareness of multiple aspects of a transit operations and overall budget for various regions based on regional economy
- Knowledge of gathering and reporting vehicle miles travelled to the National Transit Database (NTD) on behalf of member agencies
- Identifies transit funding sources and conduct research, development, and implementation of grant proposals
- Knowledge of successful grant application, funding and management principles related to CARB funding of vanpool projects
- Established working relationships with agricultural farmworkers, farm labor contractors, growers, regional planning agencies and transit agencies including SACOG, AMBAG, ICTC, KCAG and NVTA
- Direct the development and implementation of transportation programs and related policies, procedures, priorities, and goals
- Assist Director with the management of cost-effective, high quality programs to address local and regional transportation needs and concerns and assesses community needs to determine the cost benefit of existing and proposed transit programs to employers
- Successfully established satellite offices, vendors, hired staff and represented the California Vanpool Authority in the Napa Valley and Sacramento Valley establishing vanpool transit programs in the counties of Yolo, Yuba, Solano, Sonoma, Mendocino, Placer, Napa, Colusa, Glenn, Sutter, Butte, Lake, Stanislaus, San Joaquin, Imperial, Riverside and most recently in Modoc and Humboldt.

### KEY SKILLS

- Analytical thinking and planning
- Strong communication
- Tolerant and flexible
- Organization and prioritization
- Problem solving
- Team leadership

### AREAS OF EXPERTISE

CalVans Public Transit  
Agricultural Vanpools  
H2A Labor Program  
Grant Funding  
Logistics  
Human Resources  
Community Engagement  
Public Speaking  
Negotiations

### LANGUAGES

SPANISH / Bilingual  
Read / Write / Speak / Translate



PERSONAL REFERENCES

HUMAN RESOURCES DIRECTOR

Crain Walnut Shelling, Inc. / Los Molinos, Ca / 2017 - Present

- Execute organizational policies, procedures on personnel matters
- Knowledge of industry trends and employment legislation
- Ensure organizational compliance with government regulation
- Preparation and administration of salary and benefits
- Direct 26 regional managers
- Develop, evaluate and participate in organizational staff development
- Administer disciplinary procedure, performance evaluation, supervision, sexual harassment and abusive conduct avoidance, workplace violence, workplace safety policy and procedure, and on and off boarding
- Knowledge of Federal Work Opportunity Tax Credit (WOTC)
- Track and report to the EEOC
- Develop Injury and Illness Prevention Program
- Responsible for CalOSHA Form
- Consult with legal counsel on personnel matters
- Develop and maintain employee handbook
- Budget formulation, control and determination of cost allocation
- Supervise, train and conduct performance evaluations
- Develop and maintain effective working relationships
- Oversee all organizational recruitment
- Maintain all employee files
- Consulting with managers to advise on human resource topics
- Maintain FMLA, CFRA calendars
- Determine and maintain Workers Compensation files
- Arrange on and off-site job fairs
- Negotiate contracts and rates for temporary
- Justify classification and compensation ranges
- Mediate employee/employer relations and dispute resolution
- Provide technical assistance for navigation across various platforms
- Maintain and update training calendar
- Administer employee benefits
- Administer exit interview and COBRA
- Track turnover rates and separation reasons
- Process UIB and DIB claims, New Hire report
- Complete employment verification
- Serve on the County Employer Advisory Committee
- Participates on organizational committees and special projects

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 County District Attorney  
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 Supervisor  
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RESOURCE SPECIALIST

Napa County / Napa, Ca 2001 - 2008

PUBLIC ASSISTANCE SPECIALIST

Yolo County / Woodland, Ca 2000 - 2001

ELIGIBILITY WORKER II

Tehama County / Red Bluff, Ca 1995 - 2000

CO-OWNER

Tienda de Campesinos / Gerber, Ca 1990 - 1995

**ACKNOWLEDGMENT OF AT-WILL APPOINTMENT**

I understand that the position of Executive Director, to which I have been appointed, is an "At-will" position. I understand that such At-will positions are not within the California Vanpool Authority ("CalVans") classified service or its merit system. By this, I understand that my At-will employment with CalVans may be terminated without cause or notice at any time by the Board of Directors as my appointing authority.

I specifically understand and agree that my At-will status means the following:

1) I will not at any time acquire any property right or otherwise vested interest in my At-will position. *Initial:* \_\_\_\_\_

2) I will not enjoy a right to permanent or continued employment as *Executive Director* or the right of return to any previous merit system position which I may have held within CalVans. *Initial:* \_\_\_\_\_

3) My At-will employment as Executive Director may be terminated at any time, "for cause" or without cause or notice, at the will of the Board of Directors at its sole discretion, except that my At-will employment may not be terminated except "for cause" by the Board of Directors, if a majority of its members are new to the Board of Directors since this document was signed, until six (6) months have passed since the last member of such new majority assumed office. *Initial:* \_\_\_\_\_

4) If CalVans elects to terminate my At-will employment as Executive Director, at any time or for any reason, CalVans shall pay to me as Executive Director a sum equivalent to my compensation for two (12) pay periods from the date of my termination, at my then-current rate of pay. Notwithstanding the preceding, if my termination as Executive Director is "for cause," CalVans shall have no obligation to pay the severance amount set forth in this paragraph. As used in this document, "for cause" means my dishonesty, drunkenness on duty, use of illegal drugs, inexcusable absence without leave, commission of a crime involving moral turpitude or the misuse of CalVans property. In such instance, my sole remedy as Executive Director shall be a judicial action in declaratory relief to determine whether there was substantial evidence of the "for cause" behavior acted upon by the Board of Directors. If the court determines that there was not substantial evidence, I shall receive the severance amount for the termination of my At-will employment as Executive Director as set forth in this paragraph, but no other damages. *Initial:* \_\_\_\_\_

I have read and understand the foregoing statement and voluntarily accept my At-will employment status as Executive Director as further detailed in this document.

Date: \_\_\_\_\_ Print name here: \_\_\_\_\_

Signature: \_\_\_\_\_

c: Personnel File  
Board of Directors