



RECEIVED

2024 MAY 24 AM 10:02

MEMORANDUM

TO: Robin Stieler, Clerk of the Board

FROM: Supervisor Andrew Do, First District

DATE: May 21, 2024

RE: **Add Supplemental Item to June 4, 2024 Board Meeting Agenda –
Appoint Maribel Sevilla, Santa Ana, to the Orange County Commission on the
Status of Women and Girls**

S45A

Please add the following supplemental item to the June 4, 2024 Board of Supervisors agenda:
Appoint Maribel Sevilla, Santa Ana, to the Orange County Commission on the Status of Women
and Girls for Concurrent with Supervisor's term of office.

Thank you.

cc: Chris Wangsaporn, Chief of Staff, First District
Valerie Sanchez, Chief Deputy Clerk of the Board



Written Concurrence for Out-of-District Appointment to
Board, Commission, or Committee

Supervisor Proposing Appointment: Andrew Do, First District Date: 5/24/2024

Board, Commission, or Committee: Commission on the Status of Women and Girls

Proposed Appointee's Name: Maribel Sevilla

Proposed Appointee's City of Residence: Santa Ana

Concurring Supervisor's Signature: 

Concurring Supervisor: Vicente Sarmiento, Second District



APPLICATION FOR COUNTY OF ORANGE
BOARD, COMMISSION OR COMMITTEE

(FOR COUNTY USE ONLY)

Return to: Clerk of the Board of Supervisors
400 W. Civic Center Dr., 6th Floor
Santa Ana, California 92701
Email: response@ocgov.com
Website: <https://cob.ocgov.com/>

Instructions: Please complete each section below. Be sure to enter the title of the Board, Commission or Committee for which you desire consideration and attach a resume. For information or assistance, please contact the Clerk of the Board of Supervisor's Office at (714) 834-2206. Please print in ink or type.

NAME OF BOARD, COMMISSION, OR COMMITTEE TO WHICH YOU ARE APPLYING FOR MEMBERSHIP. SEE LIST AT <https://cob.ocgov.com/boards-commissions-committees/bcc-name-list-and-contact-information>

OC COMMISSION ON THE STATUS OF WOMEN AND GIRLS

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: ☐ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

APPLICANT NAME AND RESIDENCE ADDRESS:

MARIBEL

SEVILLA

First Name

Middle Name

Last Name

Street Address

City

State

Zip Code

Home Phone Number

Cell Phone Number

Email Address

CURRENT EMPLOYER:

OCCUPATION/JOB TITLE:

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

☒ **EMPLOYMENT HISTORY:** Please attach a resume to this application and provide any information that would be helpful in evaluating your application. **A RESUME MUST BE ATTACHED TO YOUR APPLICATION.**

ARE YOU A CITIZEN OF THE UNITED STATES: ☒ YES ☐ NO

IF NO, NAME OF COUNTRY OF CITIZENSHIP:

ARE YOU A REGISTERED VOTER? ☒ YES ☐ NO

IF YES, NAME COUNTY YOU ARE REGISTERED IN: ORANGE COUNTY

LIST ALL CURRENT PROFESSIONAL OR COMMUNITY ORGANIZATIONS AND SOCIETIES OF WHICH YOU ARE A MEMBER.

ORGANIZATION/SOCIETY	FROM (MO./YR.)	TO (MO./YR.)
UCI ALUMNI ORGANIZATION	06/2020	PRESENT
WINDWOOD FOREST HOA	03/2024	PRESENT

WITHIN THE LAST FIVE YEARS, HAVE YOU BEEN AFFILIATED WITH ANY BUSINESS OR NONPROFIT AGENCY(IES)? ☒ YES ☐ NO

DO YOU OWN REAL OR PERSONAL PROPERTY OR HAVE FINANCIAL HOLDING WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST? ☐ YES ☒ NO

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR CRIME SINCE YOUR 18TH BIRTHDAY? YOU ARE NOT REQUIRED TO DISCLOSE ANY OF THE FOLLOWING: ARRESTS OR DETENTIONS THAT DID NOT RESULT IN A CONVICTION; CONVICTIONS THAT HAVE BEEN JUDICIALLY DISMISSED, EXPUNGED OR ORDERED SEALED; INFORMATION CONCERNING REFERRAL TO AND PARTICIPATION IN ANY PRETRIAL OR POSTTRIAL DIVERSION PROGRAM; AND CERTAIN DRUG RELATED CONVICTIONS THAT ARE OLDER THAN TWO YEARS, AS LISTED IN CALIFORNIA LABOR CODE § 432.8 (INCLUDING VIOLATIONS OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 11357(B) AND (C), 11360(C) 11364, 11365 AND 11550 – AS THEY RELATE TO MARIJUANA)?

☐ YES ☒ NO

IF YES, PLEASE EXPLAIN AND ATTACH ADDITIONAL SHEETS, IF NECESSARY.

PLEASE BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD, COMMITTEE, OR COMMISSION. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

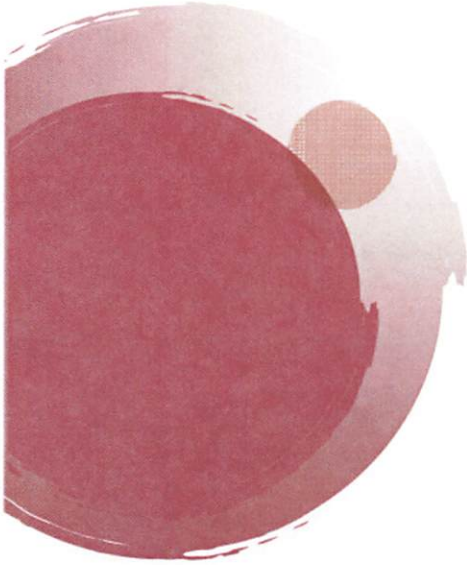
WOMEN AND GIRLS ARE AN INTEGRAL PART OF SOCIETY AND IT IS IMPERATIVE THAT WE ENSURE THEIR VOICES AND NEEDS ARE CONSIDERED WHEN CREATING POLICIES OR MAKING DECISIONS FOR THE COMMUNITY.

DATE: 04/25/2024

APPLICANTS SIGNATURE: 

CLERK OF THE BOARD OF SUPERVISORS USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received by: _____
Deputy Clerk of the Board of Supervisors
Date referred: _____
To: ☐ BOS District 1 ☐ BOS District 2 ☐ BOS District 3 ☐ BOS District 4 ☐ BOS District 5
☐ All BOS ☐ BCC Contact Person Name _____



Maribel Sevilla

Experience

April 2003 - present

Office Manager/Hearing Representative • AC Specialized Legal Svcs

March 2002 – March 2003

Office Manager/Hearing Representative • Law Office of Joe Mendivel

March 2001 – March 2002

Supervisor/Legal Assistant • James M. Parsa & Associates

July 1989 – February 2001

Supervisor/Legal Assistant • Law Offices of Ronald S. Winters

My work experience has included all aspects of case handling including interviewing potential clients, extensive client contact, preparation of legal pleadings, appearing at hearings and trial preparation. As an office manager, I have been responsible for creating, revising and implementing office policies and procedures, hiring new staff, preparing and processing payroll. I have supervised & trained an office staff as large as forty employees, including up to ten legal assistants. I am very skilled with Microsoft Word, Excel, Outlook, Adobe and database programs. Ability to create form letters and document templates, as well as set up excel spreadsheets with calculations.

Education

University of California, Irvine – Irvine, Ca.

Bachelor of Arts - Criminology, Law & Society 2020, Cum Laude

Irvine Valley College - Irvine, Ca.

Associates of Science in Paralegal Studies 2018, Magna Cum Laude

Volunteer Experience

Served as a Commissioner on the OC Historical Commission. In the past, I volunteered at various youth organizations in Santa Ana including Valley Little League, Santa Ana Pop Warner & wrestling. I also volunteer at various community events.

References

Adriana Martinez Vizcaino (949) 463-7114

Ofelia Velarde-Garcia (714) 454-1785

