

Application Form**Profile**

Lauren

First Name

Middle Initial

Traylor

Last Name

Home Address

Suite or Apt

Pacheco

City

CA

State

94553

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 5

Cisco

Employer

Executive Assistant

Job Title

Length of Employment

3 months

Do you work in Contra Costa County?☐ Yes ☒ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?**

Lived in CC County for 20+ years

Are you a veteran of the U.S. Armed Forces?☐ Yes ☒ No**Board and Interest****Which Boards would you like to apply for?**

Equal Employment Opportunity Advisory Council: Submitted

Lauren Traylor

Seat Name

Community 2

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

CSU East Bay

Degree Type / Course of Study / Major

BA, Communications

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

JFK University

Degree Type / Course of Study / Major

MA, Counseling Psychology

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have a passion for human resources, inclusion & diversity, and equal opportunity

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have worked in the administrative space for 15+ years with 3.5 years working directly in human resources

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☐ No

If Yes, please explain:

I work from home, but have a flexible schedule. I receive 80 hours per year of volunteer time I can provide with approval from my employer

Lauren Traylor

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Currently serving as Secretary of the Pacheco Town Council (nonprofit group that runs the Pacheco Community Center and regularly interfaces with the Pacheco Municipal Advisory Council)

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

Lauren Traylor

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

LAUREN P. TRAYLOR, M.A.

Pacheco, CA 94553

LinkedIn: <https://bit.ly/laurenttraylor>

Versatile people-centric professional seeks a senior operational role.

Strengths: Strategic partnership, program management, community building

PROFESSIONAL EXPERIENCE

CISCO, San Jose, CA + Remote

January 2023 - November 2023

Executive Assistant, ONEx AI Team

Serving as administrative partner for executive building AI function for ONEx. Specific areas of responsibility include:

- Provide daily administrative support to the VP of AI. Conduct heavy calendar management, operationalizing holistic structure, ongoing strategic agility, and space for ad hoc commitments; Domestic and international travel itinerary development and booking; Expense tracking, submissions and team approvals (Concur).
- Partner with CPX Lead Admin to manage executive support structure and pairings; develop CPX Admin Allocation Guidelines.

GOOGLE, Mountain View, CA + Remote

January 2023 - November 2023

Executive Business Partner + Administrative Team Lead, Google Search

Served as administrative partner for executive overseeing a 1200+ personnel global team within Search. Led team of 11 administrative business partners. Specific areas of responsibility included:

- Provide daily administrative and operational support to the VP/GM. Conduct heavy calendar management, operationalizing holistic structure, ongoing strategic agility, and space for ad hoc commitments; Domestic and international travel itinerary development and booking; Expense tracking, submissions and team approvals (Concur).
- Indirectly manage 11 Administrative Business Partners; Develop and implement workstreams to ensure alignment, process improvement, team engagement, and professional development; Manage executive support structure and pairings; Participate in promotion calibrations and confidential personnel conversations.
- Plan, propose, and execute administrative support structure shift from contractors to FTEs.
- Plan and execute events for Search & Trust teams in the region (2,000+ attendees).
- Partner with Internal Communications to execute quarterly global all team meetings; Support executive's speaking engagement at Google I/O 2023.
- Partner with HRBP to logistically support confidential personnel matters.
- Partner with Finance to track team budgets, develop team guidelines, and align administrative staff.

TWITTER, San Francisco, CA + Remote

February 2022 - November 2022

Employee Onboarding Operations Lead

Oversaw operations and facilitation of the company's global onboarding program, #FlightSchool. Onboarded 1600+ new employees and maintained a facilitation score of 91/100 throughout a transitional year for the company. Specific areas of responsibility included:

- Operated and facilitated weekly global onboarding program, #FlightSchool.
- Managed program communications plan and execution, engaging directly with new hires and stakeholders.
- Partnered with the People Services team to continuously improve employee onboarding experience.
- Designed and managed the global new hire swag program.
- Developed, filmed, and implemented an asynchronous onboarding program for People Org.
- Active member of People Team Culture Committee.

TWITTER, San Francisco, CA + Remote

July 2019 - February 2022

Executive Assistant to Chief People Officer

Served as a strategic business partner and project lead, managing administrative and operational priorities for an executive overseeing a 500+ personnel global function. Role required maintaining confidentiality and assisting with highly sensitive personnel matters. Specific areas of responsibility included:

- Provided daily administrative and operational support to the CPO, and ad hoc for some members of her leadership team. Conducted heavy calendar management, adding structure and space for ongoing and ad hoc commitments; Planned all domestic and international travel itinerary development and booking; managed all expense tracking, submissions and team approvals (Concur); managed all People team purchase orders (Jira and Oracle); Indirectly managed team of 2 administrative business partners across the People team, ensuring knowledge transfer and team engagement.
- Developed and executed the People team operational calendar. Prepared and facilitated weekly leadership team stand-up and bi-weekly project deep-dive agendas; Planned and executed monthly org-wide All Hands and newsletters; Organized quarterly leadership summits (mix of virtual and in-person).
- Responsible for People team connection and culture. Created and launched #peopleteam Slack channel with

LAUREN P. TRAYLOR, M.A.

Pacheco, CA 94553

LinkedIn: <https://bit.ly/laurentaylor>

regular content drops to engage and entertain; Designed and launched internal team site (go/peopleteam) to provide easy-to-find information about team structure and strategy; Created and maintained a monthly People Team Onboarding program for all new hires globally; Developed a People Team logo and organized periodic global swag drops; Launched and led volunteer People Team Culture Committee, organizing regular virtual events and engagement activities.

- Oversaw Chief People Officers' ongoing speaking engagements (internal + external). Developed talking points and slide presentations, and handled logistics as needed.
- Engaged with broader Executive Administrative team as a trusted team member. Participated in the Admin Culture Committee, producing global all hands and events; Provided ad hoc interim coverage for executives outside of the People team; Assisted in the development of a new company-wide Admin career ladder; Helped onboard and train new Admin business partners.
- Regularly offered to support ad hoc and ongoing programs. Trained to be a backup facilitator for company-wide virtual onboarding program (Flight School); Supported the People Team Strategy & Operations Team on processes such as annual planning and roadmapping; Onboarded new leaders across the People team.
- Implemented forum for operational team members across the People Team to share best practices and ongoing updates.

FIRST REPUBLIC BANK, San Francisco, CA

January 2018 – July 2019

Executive Assistant to Deputy Chief Banking Officer and Regional Managing Director

Managed administrative priorities for sales executive with a \$7 billion book of business. Role required maintaining confidentiality while assisting well-known clientele. Specific areas of responsibility included:

- Provided daily administrative support for Deputy Chief Banking Officer/Regional Managing Director.
- Developed calendar processes and structure. Heavy calendar management, meeting coordination, and large meeting preparation/logistics. Attended meetings as necessary to provide administrative support.
- Recruited, onboarded, trained, and managed additional administrative team member.
- Booked domestic travel (NY, Portland, Jackson Hole, LA) and prepared/managed daily itineraries.
- Managed multiple large email inboxes. Prioritized and delegated client requests.
- Provided white-glove client service regarding loan applications, loan servicing, transaction coordination, etc. Assisted in resolving complex client issues.
- Planned and executed team building events, holiday celebrations, and birthday parties for team of 80 +. Planned and executed offsite interdepartmental mixers (40-100 attendees) in multiple regions.
- Prepared weekly regional sales reports. Consistent knowledge of sales pipeline, client relationships, and loan status.
- Coordinated large team meetings (80+ attendees) and internal Leadership Forum. Prepared/distributed agenda and meeting materials, engaged interdepartmental speakers.
- Managed and coordinated corporate sponsorships with nonprofit organizations.
- Compiled and curated client event invite lists, holiday gift lists, etc.
- Lead and managed various team initiatives (onboarding, seating, trainings, anniversary parties, etc.)
- Took the initiative to document processes and procedures for new and junior team members.
- Maintained confidentiality and assisted with highly sensitive personnel matters.

FIRST REPUBLIC BANK, Walnut Creek, CA

July 2017 – December 2017

Administrative Assistant to Deputy Regional Managing Director (Temporary Contract)

Provided operational support for sales executives and their lending teams. Specific areas of responsibility included:

- Provided daily administrative support for Deputy Regional Managing Director and two associates.
- Managed calendars, schedule meetings, and coordinate teleconferences.
- Implemented and managed client lead tracking system. Communicated with clients regarding status updates, applications, loan servicing, transaction coordination, etc.
- Entered and processed expense reports.
- Ordered supplies, managed floor resources, and coordinated office/conference room reservations.
- Planned and executed team building events, holiday celebrations, and birthday parties.

JFKU OAKLAND COMMUNITY CENTER, Oakland, CA

April 2016 - March 2017

Therapist Trainee

Provided holistic, psychodynamic therapy for individuals and couples. Led weekly therapy group focused on intimacy and relationships. Specific areas of responsibility included:

- Conducted screening and intake process for individuals, couples, and group members.
- Performed weekly therapy sessions with individual and couples clients. Developed client treatment plans with direct supervisor. Conducted and utilized assessments to apply therapeutic strategies.

LAUREN P. TRAYLOR, M.A.

Pacheco, CA 94553

LinkedIn: <https://bit.ly/laurentaylor>

- Co-facilitated weekly therapy group focused on intimacy and relationships.
- Completed progress notes for each client/group session in Valant.

FIRST REPUBLIC BANK, Walnut Creek, CA Administrative Assistant to Lending Team

July 2013 – April 2016

Provided operational support for the sales team lead and seven loan officers. Specific areas of responsibility included:

- Heavy client communication of status updates, application packages, and prefilled documents. Maintained privacy of sensitive client data. Assisted clients with service requests including documentation, wires, needs lists, transaction coordination, etc.
- Reviewed loan files and compiled/sent lists to clients for outstanding items. Requested escrow fees, verified employment, ordered evidence of insurance, and verified identification of borrowers.
- Entered and processed expense reports.
- Ordered supplies, managed floor resources, and coordinated office/conference room reservations.
- Planned and executed team building events, holiday celebrations, and birthday parties.

LAW OFFICE OF MARY C. WHIPPLE, San Ramon, CA Office Manager

August 2008 – July 2013

Implement and oversee operations for boutique family law firm. Specific areas of responsibility included:

- Handled client service requests, case management, attorney calendars, and hearing/trial preparation.
- Drafted and sent correspondence to opposing counsel, court clerks, and clients. Prepared judicial council forms.
- Developed and implemented new client intake forms/process, firm database, and file archive. Created and maintained client trust account ledger.
- Organized and completed all mass mailing projects, including monthly billings.
- Ordered office supplies and completed errands for office needs.

EDUCATION

John F. Kennedy University, Pleasant Hill, CA

June 2017

Master of Arts, Counseling Psychology – Holistic/Transpersonal Psychology

California State University, East Bay, Hayward, CA

June 2010

Bachelor of Arts, Communications, Cum Laude

INTERNSHIP & COMMUNITY SERVICE

Secretary, Pacheco Town Council, Pacheco, CA

April 2023 – Present

Community Affairs Intern, KTVU FOX 2, Oakland, CA

August 2009 – December 2009

State Director of Music, California Rainbow for Girls

May 2009 – December 2018

Lead annual choir, instrumental ensemble, and leadership events for teen girls.

SKILLS

Advanced proficiency in MS Office, Google Apps, Zoom, Slack, Concur, and iMovie. General knowledge of JIRA, Absorb, Tableau, Workday, and Asana.