

# Application Form

## Profile

Keycha \_\_\_\_\_ D \_\_\_\_\_ Gallon \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 VALLEJO \_\_\_\_\_ CA \_\_\_\_\_ 94590 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

N/A - Out of County

Keyz 2 The Future \_\_\_\_\_ Executive Director \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

2

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

5

#### How long have you lived or worked in Contra Costa County?

I lived in contra Costa County for 35 years, I worked in contra 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?

Affordable Housing Finance Committee: Submitted

**Seat Name**

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

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Yes  No

**If Yes, how many meetings have you attended?**

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No

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**Education**

**Select the option that applies to your high school education \***

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High School Diploma

**College/ University A**

**Name of College Attended**

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University of Colorado

**Degree Type / Course of Study / Major**

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Master Business Administration

**Degree Awarded?**

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Yes  No

**College/ University B**

**Name of College Attended**

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University of Colorado

**Degree Type / Course of Study / Major**

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Bachelor's of Business Administration

**Degree Awarded?**

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Yes  No

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**College/ University C**

**Name of College Attended**

---

Contra Costa College

**Degree Type / Course of Study / Major**

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Associate Art Sociology

**Degree Awarded?**

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Yes  No

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**Other Trainings & Occupational Licenses**

**Other Training A**

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Life Coach

**Certificate Awarded for Training?**

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Yes  No

**Other Training B**

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Certified Pharmacy Technician

**Certificate Awarded for Training?**

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Yes  No

**Occupational Licenses Completed:**

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Certified Pharmacy Technician

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**Qualifications and Volunteer Experience**

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

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I'm interested in serving on the Affordable Housing Finance Committee because I believe in the importance of providing accessible housing options for all individuals and families. Additionally, I'm passionate about addressing homelessness in our community, which is why I'm drawn to the Contra Costa Council on Homelessness. As for the Contra Costa Community Corrections Partnership, I believe in the rehabilitation and support of individuals within the criminal justice system. Lastly, with First 5 - Contra Costa Children and Families, I am dedicated to ensuring that our youngest community members have the resources and support they need to thrive.

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

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Resume Attached

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Upload a Resume

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

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Yes  No

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

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Yes  No

**If Yes, please explain:**

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Na

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

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Yes  No

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

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Na

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

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Na

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

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Founder & Executive Director | Keyz 2 The Future Vallejo, CA September 2022 – Present Led the comprehensive operations of the non-profit, organizing community events, and acted as a project coordinator, overseeing management tasks. numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families. Sought out grants and drafted proposals for funding. Local Lead | Moms Demand Action Richmond/ Vallejo, CA September 2021 – Present Lead the charge in growing the local group, emphasizing the importance of equity and inclusion. Using the honed skills in Diversity, Equity, and Inclusion (DEI) from Moms Demand Action trainings, Proactively inspire and enable the local leadership team to step into organizer roles. The objective is to nurture a diverse movement that champions and respects individuals from all backgrounds, with a specific focus on amplifying communities disproportionately impacted by gun violence. Project Manager | Motivated 2 Help Others, Richmond, CA September 2018 – Present Headed the overall operations of the non-profit plan community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families. Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed. Renowned for becoming a highly reliable expert in union contracts and instituted game-changing immersion on rebid communities. Co-Lead for Attendance/Total Health/Unit Base Team | Labor, Oakland, CA December 2015 – Present Steward | Local 29 Shop, Oakland, CA April 2007 – January 2020

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## **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)**

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Yes  No

**If Yes, please identify the nature of the relationship:**

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Na

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

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Yes  No

**If Yes, please identify the nature of the relationship:**

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Na

**Please Agree with the Following Statement**

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**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  
undersand 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.**

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I Agree

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[Important Information](#)

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.

# Keycha D Neff Gallon

🏠 Vallejo, CA 94590



<https://www.linkedin.com/in/keycha-gallon-768402120>

## Administrative Service Manager

Dynamic and accomplished professional with 7+ years of experience and diverse background in project management, training facilitation, strategic planning, bookkeeping, and inventory control. An upcoming human resource leader capable of carrying out viable leads using innovative methodologies to a full spectrum of human resources. Equipped with a proven track record of systematically aligning objectives with shifting paradigms to achieve maximum impact with minimum resource expenditures. Adept tactician towards HR-related initiatives and proficient in managing departmental training and development programs, implementing corrective actions plans, and revitalizing existing business resources to achieve operational and organizational goals. Collaborative across business lines, fostering teamwork, employee loyalty, compliance to labor laws, far-seeing strategies in a metrics-driven environment, and operational excellence through productivity.

### CAREER HIGHLIGHTS

- ✓ Co-founded the “Motivate 2 Help Others,” a non-profit plan community events and served as a project coordinator, managing the overall operations of weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Led a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Collaborated with 20+ multi-disciplinary team members to strategize on bolstering client retention and satisfaction on service delivery.
- ✓ Developed mastery and expertise in union contracts and immersed in the rebid communities.
- ✓ Delivered effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplified revenue growth and new business opportunities.
- ✓ Spearheaded the implementation of quarterly training and development programs that improved productivity and efficiency by 60%.
- ✓ Authored customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery.

### CORE COMPETENCIES

Strategic Leadership | Human Resource Management | HR Professional Services | HR Business Strategy | Compensation & Business Scheme Alignment | Payroll Administration & Management | Employee Training & Performance Management | Employee Engagement & Retention | Employee Policies | Labor Laws & Government-Mandated Regulations | Organizational Regulations and Compliance | Excellent Communication Skills | Effective Job Market Prospecting | Candidate Screening | Employee Hiring & Onboarding | Cross-Functional Teamwork | People Management | Problem-Solving | Analytical Thinking | Strategic Thinking | Attention to Detail | Excellent Communication & Collaboration | Cultural Awareness & Sensitivity | Strong Work Ethic | Good Decision-Making | Monitoring & Evaluation | Interpersonal & Collaboration | Critical Thinking | Detail Oriented | Flexibility & Adaptability | Time Management | Team Building

### PROFESSIONAL WORK EXPERIENCE

**Pharmacy Technician & Stocking to Standard Technician | Kaiser Permanente, Oakland, CA**  
2003 – Present

February

- ✓ Advise prescribed medication to 150+ patients daily by verifying the eligibility of prescription orders, aligning with the physician’s instructions, and eliminating drug mismatch errors to administer correct and proper medication.
- ✓ Work closely with 20+ multi-disciplinary team members to strategize in bolstering client retention and satisfaction on service delivery.
- ✓ Instrumental in improving productivity and efficiency by 60% through the effective conceptualization and implementation of quarterly training and development programs that aim to enhance employees’ job capabilities, skillset, and industry knowledge.



- ✓ Train 8+ new hires on the organization's mission, values, working conditions, and regulations, ensuring a smooth onboarding process.
- ✓ Leverage CRM capabilities to retain, develop and acquire new and existing customers.
- ✓ Champion prompt resolution and service in addressing clients' inquiries with respect, integrity, and professionalism.
- ✓ Guarantee the timely processing and delivery of high-volume client orders daily.
- ✓ Direct the tracking and monitoring of received orders, ensuring repeat business from new and existing clients.
- ✓ Capitalize on effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplifies revenue growth and new business opportunities.

### PROFESSIONAL WORK EXPERIENCE (continuation)

- ✓ Execute the implementation of customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery, to improve the health facility's brand awareness, and to acquire potential leads.
- ✓ Engage in multiple job briefings daily to align objectives with business goals, exchange ideas, and keep informed with relevant information.
- ✓ Direct multiple delivery and dispatch of drug consignments to clients daily, including loading packages and liaising with the dispatch team to ensure timely delivery, improving customer satisfaction, and driving client retention.
- ✓ Initiated the establishment and deployment of multiple purchase requisitions to inform departmental managers of the resources required, eliminating instances of fraud and accelerating the purchasing process to impact operational efficiency.

### EDUCATION

#### Bachelor's Degree in Business Management

CTU, Colorado Springs, CO | 2021

#### Associate Arts Degree in Sociology

Costa College, San Pablo, CA | 2014

### CERTIFICATIONS

American Red Cross Basic Life Saving, Pinole, California | 2021

### VOLUNTEER EXPERIENCE

Co-founder & Project Manager | *Motivated 2 Help Others, Richmond, CA*  
2018 – Present

September

- ✓ Headed the overall operations of the non-profit plan community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Renowned for becoming a highly reliable expert in union contracts and instituted game-changing immersion on rebid communities.

Co-Lead for Attendance/Total Health/Unit Base Team | *Labor, Oakland, CA*  
2015 – Present

December

Steward | *Local 29 Shop, Oakland, CA*  
– January 2020

April 2007

Cheer Coach | *West County Spartans Association, Pinole, CA*  
January 2014

May 2006 –

Baseball Coach | *San Pablo Baseball Association, San Pablo, CA*  
– August 2011

April 2003

### TECHNICAL SKILLS

Quickbooks | Microsoft Office Suite (Word & Excel)