

Application Form

Profile

Okeena

First Name

K

Middle Initial

Dickson

Last Name

Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 3

CEMCO

Employer

Technical Drafter 2

Job Title

Length of Employment

1 year

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?

4

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted

**Seat Name**

child care consumer

**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?**

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**Education**

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

☒ High School Diploma

**College/ University A**

**Name of College Attended**

NYCCT

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

Architecture

**Degree Awarded?**

☒ Yes ☐ No

**College/ University B**

**Name of College Attended**

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

**Degree Awarded?**

☐ Yes ☐ No

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**College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

☐ Yes ☐ No

## Other Trainings & Occupational Licenses

### Other Training A

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#### Certificate Awarded for Training?

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☐ Yes ☐ No

### Other Training B

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#### Certificate Awarded for Training?

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☐ Yes ☐ No

#### Occupational Licenses Completed:

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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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After having my last child, I started to feel lost. I was given the opportunity to join the Community Advisory Council through the First 5 center. That ignited a flame in me that I was truly amazing. I was able to connect and help other parents with things that I was experiencing and didn't know others needed assistance with. I was also able to be a sounding board and meet with the board of directors on behalf of the parents. This work has truly ignited a passion and I would like to be more actively involved in the community.

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

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I am a parent of 4, ranging from ages 8 to 1. Due to my children I have found how crucial it is to have a parent in the house who understands the ins and outs of the educational system in order to support other parents who are unable to dedicate time to do such. I have been apart of an advisory board, through the first 5 centers. Additionally I am able to get training through the "I believe in Black Family Leadership & Advocacy."

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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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I am a mom, so being able to be there for my children is very important

Okeena K Dickson

**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.**

First 5 center - community advisory council

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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)**

☐ 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:**

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### **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 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.**

☒ 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.

# Okeena K. Dickson

Antioch, USA 94531

## Work History

### Technical Drafter II

*California Expanded Metals,  
Pittsburg, CA*

July 2023 - Current

- Design and draft the non-structural steel components of the projects
- Coordinate meetings, emails and phone discussions with structural engineers to ensure the correct sizing and design for individual projects were used
- Continuous education by having weekly meetings with the structural engineers, enhancing my revit and autocad skills

### Designer/Drafter

*Freelance Architecture, Various  
Areas of Northern CA*

April 2021 - Current

- Measure and sketch existing single family residential houses and apartments
- Coordinate meetings with clients regarding the renovations they want to accomplish
- Draw up proposed plans according to the CA Building Code
- Submit completed plans to the county department of building to get permits approved

### Assistant Project Manager

*Tarrar Utility Consultants,  
Brentwood, CA*

August 2021 - June 2023

- Design and draft the dry utilities for commercial, and residential developments.
- Coordinate meetings, emails and phone discussions with clients and dry utility representatives (Electricity, Telephone, CATV, Fiber Optics) in order to design the dry utility construction
- Visit the site for the projects to document existing utilities (by taking photo, measuring and sketching)
- Continuous education by having weekly meetings with the project managers, and dry utility representatives in order to remain knowledgeable on the changes that are taking place within the dry utility industry

### Junior Architect

*Architecture by Domani,  
Lynbrook, NY*

April 2019 - December 2020

- Responsibilities include but are not limited to drafting plans; TPP, FSP and FPP for clients and filing with at the Department of Buildings and FDNY
- Draft CCD1 documents for clients in order to give to the commissioners of different agencies in order to get special permission to do draft and

Dedicated professional with extensive skills seeking a challenging role to contribute positively to a dynamic work environment. Committed to continuous growth and development, aiming for personal and professional advancement while making a meaningful impact. Passionate about learning and collaborating for mutual success.

## Skills

- Adept at using Microsoft Word
- Advanced Excel skills
- Adept at designing visually appealing PowerPoint content
- Proficient in Rhino
- V-Ray rendering expertise
- Experienced with Grasshopper software
- Adept at AutoCAD technical drawings
- Skilled in Adobe InDesign layout design
- Experienced in Adobe Photoshop
- Skilled in Adobe Illustrator tools
- Experienced in Revit modeling
- Experienced in Climate Consultant Software

- construct work for clients
- Email, phone correspondences, and meetings with clients
- Work with the in-house Consulting Project Managers, Architectural Drafters, Building Code and Zoning Consultants and the Structural Engineering and Inspections Departments
- Site visits and field visits to measure and verify conditions to prepare plans
- Coordinate lunch and learn sessions in order collaborate learning between colleagues

### **Pharmacy Technician** *CVS Pharmacy, NY*

*April 2018 - September 2020*

- Responsibilities include but are not limited to patient care; making sure that customers get their prescriptions at the designated time they requested
- Ensuring that the drugs are properly stored and are not expired, before making the prescriptions and handing them to the customers
- Telephone customers to remind them that their prescriptions were ready for pick up, or inquire about prescriptions, the patients have not used in some time

### **College Aide** *NYC Department of Building, NY, NY*

*March 2016 - January 2018*

- Audited plans, made sure that they are up to building regulations and codes
- Sat in meetings in order to document the process that it would take for the architects and engineers to correct and have their plans signed off on
- Assisted individuals, such as electricians, general contractors and plumbers, in obtaining their license
- Filed and categorized data
- Scheduled meetings and answered phone calls

### **Peer Mentor** *New York City College of Technology, Brooklyn, NY*

*April 2017 - June 2017*

- Represented my school in the Pathways to Leadership for Women in Construction
- Interviewed different women in leadership roles in the architecture, construction, design and engineering field
- Mentored peers in the architectural department

### **Junior Architect** *Skidmore, Owings and Merrill, NY, NY*

*June 2014 - August 2014*

- Took part in the design process and progress meeting for the construction of PS 62 Net Zero School
- Designed a room using Auto Cad for the PS 62 Net Zero School
- Filed and categorized data

- Skilled in Bluebeam document management
- Effective verbal communication
- Effective team management
- Collaborative teamwork

## **Education**

**Bachelors in Architecture**

*June 2019*

## **Technology**

New York City College for Technology, Brooklyn, NY

## **HS Diploma**

*June 2014*

Rockaway Park HS for Sustainability, Rockaway Park, NY

## **Community Work**

- Actively participate in the Community Advisory Board, for the East County First 5 Center, as their secretary
- Actively participate in the 'I Believe in Black Family Leadership & Advocacy Series,' as a participating member to educate black parents on how to navigate the California school system
- Clean the shorelines at Big Break Regional Shorelines, located in Oakley CA