

Attachment B



PROFESSIONAL/CONSULTING SERVICES AGREEMENT

1. PARTIES

This Agreement is made by and between the City of Cupertino, a municipal corporation (“City”), and M-Group (“Contractor”), a Corporation for Planning Staffing Support, and is effective on the last date signed below (“Effective Date”).

2. SERVICES

Contractor agrees to provide the services and perform the tasks (“Services”) set forth in detail in Scope of Services, attached here and incorporated as **Exhibit A**. Contractor further agrees to carry out its work in compliance with any applicable local, State, or Federal order regarding COVID-19.

3. TIME OF PERFORMANCE

3.1 This Agreement begins on the Effective Date and ends on June 30, 2024 (“Contract Time”), unless terminated earlier as provided herein. Contractor’s Services shall begin on the effective date and shall be completed by June 30, 2024. The City’s appropriate department head or the City Manager may extend the Contract Time through a written amendment to this Agreement, provided such extension does not include additional contract funds. Extensions requiring additional contract funds are subject to the City’s purchasing policy.

3.2 Schedule of Performance. Contractor must deliver the Services in accordance with the Schedule of Performance, attached and incorporated here **Exhibit B**.

3.3 Time is of the essence for the performance of all the Services. Contractor must have sufficient time, resources, and qualified staff to deliver the Services on time.

4. COMPENSATION

4.1 Maximum Compensation. City will pay Contractor for satisfactory performance of the Services an amount that will be based on actual costs but that will be capped so as not to exceed \$109,200.00 (“Contract Price”), based upon the scope of services in **Exhibit A** and the budget and rates included in **Exhibit C**, Compensation attached and incorporated here. The maximum compensation includes all expenses and reimbursements and will remain in place even if Contractor’s actual costs exceed the capped amount. No extra work or payment is permitted without prior written approval of City.

4.2 Invoices and Payments. Monthly invoices must state a description of the deliverable completed and the amount due for the preceding month. Within thirty (30) days of completion of Services, Contractor must submit a requisition for final and complete payment of costs and pending

claims for City approval. Failure to timely submit a complete and accurate payment requisition relieves City of any further payment or other obligations under the Agreement.

5. INDEPENDENT CONTRACTOR

51 Status. Contractor is an independent contractor and not an employee, partner, or joint venture of City. Contractor is solely responsible for the means and methods of performing the Services and for the persons hired to work under this Agreement. Contractor is not entitled to health benefits, worker's compensation, or other benefits from the City.

52 Contractor's Qualifications. Contractor warrants on behalf of itself and its subcontractors that they have the qualifications and skills to perform the Services in a competent and professional manner and according to the highest standards and best practices in the industry.

53 Permits and Licenses. Contractor warrants on behalf of itself and its subcontractors that they are properly licensed, registered, and/or certified to perform the Services as required by law and have procured a City Business License, if required by the Cupertino Municipal Code.

54 Subcontractors. Only Contractor's employees are authorized to work under this Agreement. Prior written approval from City is required for any subcontractor, and the terms and conditions of this Agreement will apply to any approved subcontractor.

55 Tools, Materials, and Equipment. Contractor will supply all tools, materials and equipment required to perform the Services under this Agreement.

56 Payment of Benefits and Taxes. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. Contractor and any of its employees, agents, and subcontractors shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, fees, contributions, or charges applicable to Contractor's business including, but not limited to, federal and state income taxes. City shall have no obligation whatsoever to pay or withhold any taxes or benefits on behalf of Contractor. Should any court, arbitrator, or administrative authority, including but not limited to the California Public Employees Retirement System (PERS), the Internal Revenue Service or the State Employment Development Division, determine that Contractor, or any of its employees, agents, or subcontractors, is an employee for any purpose, then Contractor agrees to a reduction in amounts payable under this Agreement, or to promptly remit to City any payments due by the City as a result of such determination, so that the City's total expenses under this Agreement are not greater than they would have been had the determination not been made.

6. PROPRIETARY/CONFIDENTIAL INFORMATION

In performing this Agreement, Contractor may have access to private or confidential information owned or controlled by the City, which may contain proprietary or confidential details the disclosure of which to third parties may be damaging to City. Contractor shall hold in confidence all City information provided by City to Contractor and use it only to perform this Agreement.

Contractor shall exercise the same standard of care to protect City information as a reasonably prudent contractor would use to protect its own proprietary data.

7. OWNERSHIP OF MATERIALS

7.1 Property Rights. Any interest (including copyright interests) of Contractor in any product, memoranda, study, report, map, plan, drawing, specification, data, record, document, or other information or work, in any medium (collectively, “Work Product”), prepared by Contractor in connection with this Agreement will be the exclusive property of the City upon completion of the work to be performed hereunder or upon termination of this Agreement, to the extent requested by City. In any case, no Work Product shall be shown to any third-party without prior written approval of City.

7.2 Copyright. To the extent permitted by Title 17 of the U.S. Code, all Work Product arising out of this Agreement is considered “works for hire” and all copyrights to the Work Product will be the property of City. Alternatively, Contractor assigns to City all Work Product copyrights. Contractor may use copies of the Work Product for promotion only with City’s written approval.

7.3 Patents and Licenses. Contractor must pay royalties or license fees required for authorized use of any third party intellectual property, including but not limited to patented, trademarked, or copyrighted intellectual property if incorporated into the Services or Work Product of this Agreement.

7.4 Re-Use of Work Product. Unless prohibited by law and without waiving any rights, City may use or modify the Work Product of Contractor or its sub-contractors prepared or created under this Agreement, to execute or implement any of the following:

- (a) The original Services for which Contractor was hired;
- (b) Completion of the original Services by others;
- (c) Subsequent additions to the original Services; and/or
- (d) Other City projects.

7.5 Deliverables and Format. Contractor must provide electronic and hard copies of the Work Product, on recycled paper and copied on both sides, except for one single-sided original.

8. RECORDS

Contractor must maintain complete and accurate accounting records relating to its performance in accordance with generally accepted accounting principles. The records must include detailed information of Contractor’s performance, benchmarks and deliverables, which must be available to City for review and audit. The records and supporting documents must be kept separate from other records and must be maintained for four (4) years from the date of City’s final payment.

Contractor acknowledges that certain documents generated or received by Contractor in connection with the performance of this Agreement, including but not limited to correspondence between Contractor and any third party, are public records under the California Public Records

Act, California Government Code section 6250 et seq. Contractor shall comply with all laws regarding the retention of public records and shall make such records available to the City upon request by the City, or in such manner as the City reasonably directs that such records be provided.

9. ASSIGNMENT

Contractor shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of City. Any attempt to do so will be null and void. Any changes related to the financial control or business nature of Contractor as a legal entity is considered an assignment of the Agreement and subject to City approval, which shall not be unreasonably withheld. Control means fifty percent (50%) or more of the voting power of the business entity.

10. PUBLICITY/SIGNS

Any publicity generated by Contractor for the project under this Agreement, during the term of this Agreement and for one year thereafter, will reference the City's contributions in making the project possible. The words "City of Cupertino" will be displayed in all pieces of publicity, including flyers, press releases, posters, brochures, public service announcements, interviews and newspaper articles. No signs may be posted, exhibited or displayed on or about City property, except signage required by law or this Contract, without prior written approval from the City.

11. INDEMNIFICATION

11.1 To the fullest extent allowed by law, and except for losses caused by the sole and active negligence or willful misconduct of City personnel, Contractor shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, officials, employees, agents, servants, volunteers, and consultants ("Indemnitees"), through legal counsel acceptable to City, from and against any and all liability, damages, claims, actions, causes of action, demands, charges, losses, costs, and expenses (including attorney fees, legal costs, and expenses related to litigation and dispute resolution proceedings) of every nature, arising directly or indirectly from this Agreement or in any manner relating to any of the following:

- (a) Breach of contract, obligations, representations, or warranties;
- (b) Negligent or willful acts or omissions committed during performance of the Services;
- (c) Personal injury, property damage, or economic loss resulting from the work or performance of Contractor or its subcontractors or sub-subcontractors;
- (d) Unauthorized use or disclosure of City's confidential and proprietary Information;
- (e) Claim of infringement or violation of a U.S. patent or copyright, trade secret, trademark, or service mark or other proprietary or intellectual property rights of any third party.

11.2 Contractor must pay the costs City incurs in enforcing this provision. Contractor must accept a tender of defense upon receiving notice from City of a third-party claim. At City's request, Contractor will assist City in the defense of a claim, dispute, or lawsuit arising out of this Agreement.

11.3 Contractor's duties under this section are not limited to the Contract Price, workers' compensation payments, or the insurance or bond amounts required in the Agreement. Nothing in

the Agreement shall be construed to give rise to an implied right of indemnity in favor of Contractor against City or any Indemnitee.

11.4. Contractor's payments may be deducted or offset to cover any money the City lost due to a claim or counterclaim arising out of this Agreement, a purchase order, or other transaction.

11.5. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor, or any other person or entity involved by, for, with, or on behalf of Contractor in the performance of this Agreement. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder.

11.6. This Section 11 shall survive termination of the Agreement.

12. INSURANCE

Contractor shall comply with the Insurance Requirements, attached and incorporated here as **Exhibit D**, and must maintain the insurance for the duration of the Agreement, or longer as required by City. City will not execute the Agreement until City approves receipt of satisfactory certificates of insurance and endorsements evidencing the type, amount, class of operations covered, and the effective and expiration dates of coverage. Failure to comply with this provision may result in City, at its sole discretion and without notice, purchasing insurance for Contractor and deducting the costs from Contractor's compensation or terminating the Agreement.

13. COMPLIANCE WITH LAWS

13.1 General Laws. Contractor shall comply with all local, state, and federal laws and regulations applicable to this Agreement. Contractor will promptly notify City of changes in the law or other conditions that may affect the Project or Contractor's ability to perform. Contractor is responsible for verifying the employment authorization of employees performing the Services, as required by the Immigration Reform and Control Act.

13.2 Labor Laws. Contractor shall comply with all labor laws applicable to this Agreement. If the Scope of Services includes a "public works" component, Contractor is required to comply with prevailing wage laws under Labor Code Section 1720 and other labor laws.

13.3 Discrimination Laws. Contractor shall not discriminate on the basis of race, religious creed, color, ancestry, national origin, ethnicity, handicap, disability, marital status, pregnancy, age, sex, gender, sexual orientation, gender identity, Acquired-Immune Deficiency Syndrome (AIDS), or any other protected classification. Contractor shall comply with all anti-discrimination laws, including Government Code Sections 12900 and 11135, and Labor Code Sections 1735, 1777, and 3077.5. Consistent with City policy prohibiting harassment and discrimination, Contractor understands that harassment and discrimination directed toward a job applicant, an employee, a City employee, or any other person, by Contractor or its employees or sub-contractors will not be tolerated. Contractor agrees to provide records and documentation to the City on request necessary to monitor compliance with this provision.

13.4 Conflicts of Interest. Contractor shall comply with all conflict of interest laws applicable to this Agreement and must avoid any conflict of interest. Contractor warrants that no public official, employee, or member of a City board or commission who might have been involved in the making of this Agreement, has or will receive a direct or indirect financial interest in this Agreement, in violation of California Government Code Section 1090 et seq. Contractor may be required to file a conflict of interest form if Contractor makes certain governmental decisions or serves in a staff capacity, as defined in Section 18700 of Title 2 of the California Code of Regulations. Contractor agrees to abide by the City's rules governing gifts to public officials and employees.

13.5 Remedies. Any violation of Section 13 constitutes a material breach and may result in City suspending payments, requiring reimbursements or terminating this Agreement. City reserves all other rights and remedies available under the law and this Agreement, including the right to seek indemnification under Section 11 of this Agreement.

14. PROJECT COORDINATION

City Project Manager. The City assigns Piu Ghosh as the City's representative for all purposes under this Agreement, with authority to oversee the progress and performance of the Scope of Services. City reserves the right to substitute another Project manager at any time, and without prior notice to Contractor.

Contractor Project Manager. Subject to City approval, Contractor assigns Geoff I Bradley as its single Representative for all purposes under this Agreement, with authority to oversee the progress and performance of the Scope of Services. Contractor's Project manager is responsible for coordinating and scheduling the Services in accordance with the Scope of Services and the Schedule of Performance. Contractor must regularly update the City's Project Manager about the progress with the work or any delays, as required under the Scope of Services. City written approval is required prior to substituting a new Representative.

15. ABANDONMENT OF PROJECT

City may abandon or postpone the Project or parts therefor at any time. Contractor will be compensated for satisfactory Services performed through the date of abandonment, and will be given reasonable time to assemble the work and close out the Services. With City's pre-approval in writing, the time spent in closing out the Services will be compensated up to a maximum of ten percent (10%) of the total time expended to date in the performance of the Services.

16. TERMINATION

City may terminate this Agreement for cause or without cause at any time. Contractor will be paid for satisfactory Services rendered through the date of termination, but final payment will not be made until Contractor closes out the Services and delivers the Work Product.

17. GOVERNING LAW, VENUE, AND DISPUTE RESOLUTION

This Agreement is governed by the laws of the State of California. Any lawsuits filed related to this Agreement must be filed with the Superior Court for the County of Santa Clara, State of

California. Contractor must comply with the claims filing requirements under the Government Code prior to filing a civil action in court. If a dispute arises, Contractor must continue to provide the Services pending resolution of the dispute. If the Parties elect arbitration, the arbitrator's award must be supported by law and substantial evidence and include detailed written findings of law and fact.

18. ATTORNEY FEES

If City initiates legal action, files a complaint or cross-complaint, or pursues arbitration, appeal, or other proceedings to enforce its rights or a judgment in connection with this Agreement, the prevailing party will be entitled to reasonable attorney fees and costs.

19. THIRD PARTY BENEFICIARIES

There are no intended third party beneficiaries of this Agreement.

20. WAIVER

Neither acceptance of the Services nor payment thereof shall constitute a waiver of any contract provision. City's waiver of a breach shall not constitute waiver of another provision or breach.

21. ENTIRE AGREEMENT

This Agreement represents the full and complete understanding of every kind or nature between the Parties, and supersedes any other agreement(s) and understanding(s), either oral or written, between the Parties. Any modification of this Agreement will be effective only if in writing and signed by each Party's authorized representative. No verbal agreement or implied covenant will be valid to amend or abridge this Agreement. If there is any inconsistency between any term, clause, or provision of the main Agreement and any term, clause, or provision of the attachments or exhibits thereto, the terms of the main Agreement shall prevail and be controlling.

22. INSERTED PROVISIONS

Each provision and clause required by law for this Agreement is deemed to be included and will be inferred herein. Either party may request an amendment to cure mistaken insertions or omissions of required provisions. The Parties will collaborate to implement this Section, as appropriate.

23. HEADINGS

The headings in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit, or amplify the terms or provisions of this Agreement.

24. SEVERABILITY/PARTIAL INVALIDITY

If any term or provision of this Agreement, or their application to a particular situation, is found by the court to be void, invalid, illegal, or unenforceable, such term or provision shall remain in force and effect to the extent allowed by such ruling. All other terms and provisions of this

Agreement or their application to specific situations shall remain in full force and effect. The Parties agree to work in good faith to amend this Agreement to carry out its intent.

25. SURVIVAL

All provisions which by their nature must continue after the Agreement expires or is terminated, including the Indemnification, Ownership of Materials/Work Product, Records, Governing Law, and Attorney Fees, shall survive the Agreement and remain in full force and effect.

26. NOTICES

All notices, requests and approvals must be sent in writing to the persons below, which will be considered effective on the date of personal delivery or the date confirmed by a reputable overnight delivery service, on the fifth calendar day after deposit in the United States Mail, postage prepaid, registered or certified, or the next business day following electronic submission:

To City of Cupertino Office of the City Manager 10300 Torre Ave. Cupertino, CA 95014 Attention: Piu Ghosh Email: piug@cupertino.org	To Contractor: M-Group 51 E Campbell Ave., #1247 Campbell, CA 95009 Attention: Geoff I Bradley Email: gbradley@m-group.us
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27. EXECUTION

The person executing this Agreement on behalf of Contractor represents and warrants that Contractor has full right, power, and authority to enter into and carry out all actions contemplated by this Agreement and that he or she is authorized to execute this Agreement, which constitutes a legally binding obligation of Contractor. This Agreement may be executed in counterparts, each one of which is deemed an original and all of which, taken together, constitute a single binding instrument.

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed.

CITY OF CUPERTINO

A Municipal Corporation

By  _____

Name Benjamin Fu

Title Director of Community Development

Date Mar 2, 2023

CONTRACTOR

By  _____

Name geoff bradley

Title principal + president

Date Mar 2, 2023

APPROVED AS TO FORM:

Christopher D. Jensen

CHRISTOPHER D. JENSEN
Cupertino City Attorney

ATTEST:

Kirsten Squarcia

KIRSTEN SQUARCIA
City Clerk

Date Mar 2, 2023



January 25, 2023

Piu Ghosh
Community Development Department
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014-3202
Via email piug@cupertino.org

RE: Assistant Planner Temporary Staffing Assignment

Dear Piu Ghosh:

Thank you for the opportunity to present this proposal for planning assistance. We understand the City of Cupertino seeks the temporary support of Assistant Planners.

We understand the desire for most of the work to be completed in person at City Hall, however, some provision for remote work for the non-counter coverage tasks would be helpful in our ability to successfully offer this staffing solution.

M-Group Assistant Planners Samuel Fluhmann and Jelani Mora are available for this assignment. The total budget for this assignment would not exceed \$109,200 for an Assistant Planner 40 hours per week each (split between two planners), not to exceed six (6) months in duration.

We look forward to working with you and the City of Cupertino to assist with your staffing needs. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

GEOFF I. BRADLEY, AICP

President + Principal
gbradley@m-group.us
408.340.5642 x102

Attachments:

Scope & Budget
Resumes

Exhibit A



M-GROUP *a new design on urban planning*

policy planning • urban design • environmental review • historic preservation • community engagement • staffing solutions

SCOPE

M-Group will provide the City of Cupertino with two Assistant Planners to serve the Planning Division with the following tasks.

- Provide public counter staffing
- Respond to zoning and general plan inquiries from the public, developers and applicants
- Review development plans for additions and remodels for zoning clearance as assigned
- Process applications for tree removal, business license, home occupation permit and temporary signs as assigned
- Review Administrative & non-Administrative Design Review applications as assigned
- Review Use Permit and Variance applications as assigned
- Attend and present projects at Planning Commission meetings as assigned

Exhibit B & C

BUDGET

M-Group will provide staffing services in accordance with the Scope outlined above with the following terms.

	Jelani Mora Assistant Planner	Samuel Flumann Assistant Planner
Hours Per Week	24	16
Rate Per Hour	\$105	\$105
Contract Duration: Not to exceed 6 months	26 weeks	26 weeks
Subtotal	\$65,520	\$43,680
Total Contract Not To Exceed: \$109,200		

SAMUEL FLUHMANN

ASSISTANT PLANNER



EXPERIENCE

M-Group

Assistant Planner
Sep 2022 – Present

4Leaf Inc.

Assistant Planner
Aug 2021 – Aug 2022
Fremont, Calif.,
Hollister, Calif.

City of San Bruno

Community Development &
Planning Intern
Jul 2020 – Sep 2020, Dec 2020,
Apr 2021 – May 2021
San Bruno, Calif.

City of South San Francisco

Economic & Community
Development Intern
Jun 2019 – Sep 2019
South San Francisco, Calif.

EDUCATION

Bachelor of Science – City and Regional Planning

California Polytechnic State
University – San Luis Obispo
San Luis Obispo, Calif.

Airport Planning, Design, and Development Certificate

Emery Riddle Aeronautical University
– Professional Education
Remote/Online

AFFILIATIONS

American Planning Association

Samuel is an energetic emerging planner with a strong foundation of academics and hands on, real-world planning experience coupled with a drive for problem solving. He has developed his skills through progressively advancing roles for several Bay Area cities and has established a solid understanding of the planning profession to complement his passion for contributing to the betterment of local communities.

Samuel is adept at industry applicable technology including ArcGIS, Sketchup, Adobe Creative Cloud, and Microsoft Office. He values the delivery of quality customer service, is a skilled researcher and writer, and is nimble in adapting to varying work environments.

AREAS OF EXPERTISE

Application + Plan Review
Research + Analysis
Website Design + Maintenance

Project Management
GIS + Mapping
RFP Development

PROFESSIONAL EXPERIENCE

ASSISTANT PLANNER | 4LEAF INC.

Contract Assistant Planner to the cities of Foster City and Hollister. Reviewed and approved planning projects and building permits. Conducted field inspections and prepared documents and checklists. Served as Community Planning Representative responding to and resolving public inquiries.

INTERN | DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING, CITY OF SAN BRUNO

Researched, surveyed, and prepared multiple requests for proposals for the City's Affordable Housing Program. Updated and cataloged the City's Regional Housing Needs Allocation (RHNA) data for up-to-date estimates and tallies. Conducted and reviewed planning documents and permits for upper management and planning staff. Monitored and updated the City's Planning Department website.

INTERN | DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, CITY OF SOUTH SAN FRANCISCO

Researched, surveyed, and prepared an implementation strategy report for the City's new Shop Local Campaign. Designed, filed, and researched various projects and assignments for the City Planning Department. Submitted proposals for vacant storefronts and rent control ordinance changes for the City's Housing and Planning Division.

JELANI MORA

ASSISTANT PLANNER

EXPERIENCE

M-Group

Assistant Planner
Feb 2023 – Present

DFS LAX

Sales Manager
Sep 2021 – Feb 2023
Los Angeles, Calif.

University of California, Los Angeles

Los Angeles, Calif.

Watts Tutoring Program
External Director
Apr 2018 – Jun 2021

Vice-Provost Initiative for Pre-college Scholars
Academic Counselor II
Nov 2019 – Jul 2021

Resident Government Council
House President
Sep 2019 – Jun 2020

Laboratory for Race and Popular Culture
Research Assistant
Jan 2021 – Jun 2021

EDUCATION

Bachelor of Arts – Political Science

Minor: Public Affairs
University of California, Los Angeles
Los Angeles, Calif.

Jelani Mora is an emerging planner with outstanding leadership and community engagement skills. He is analytical, data driven, and focused on measurable results balanced with exceptional customer service skills and an innate ability to connect with people. Jelani's ability to educate and explain complex processes is invaluable when working with the public.

AREAS OF EXPERTISE

Community Engagement
Research + Data Analysis

Project Management
Public Speaking

EXPERIENCE

EXTERNAL DIRECTOR | WATTS TUTORING PROGRAM, UCLA

Provided scholarship assistance and tutored 30 students, ages six to 18 with math, grammar, and English lessons weekly. Coordinated the program's annual Community Assessment Funding Report by surveying 45 students, tutors, and board members. Planned and executed weekly team-building exercises for students and directors.

ACADEMIC COUNSELOR | VICE-PROVOST INITIATIVE FOR PRE-COLLEGE SCHOLARS, UCLA

Counseled 80+ high school students weekly in preparation for admission to a four-year university and planned outreach events. Scheduled quarterly academic meetings with stakeholders and composed monthly newsletters for 200+ students. Designed personalized curriculum and maintained records for 30 students.

HOUSE PRESIDENT | RESIDENT GOVERNMENT COUNCIL, UCLA

Oversaw programming assistants during event setups for 560+ students quarterly. Arbitrated and voted weekly on funding resolutions for student programs with a yearly budget of \$45,000. Represented 80+ residents' concerns to UCLA Dining, Maintenance, and Housing representatives.

RESEARCH ASSISTANT | LABORATORY FOR RACE AND POPULAR CULTURE, UCLA

Assisted the Laboratory for Race and Popular Culture transition from CU Boulder to UCLA using Google Drive and Microsoft Suite to transfer files. Oversaw four-team members' dossiers, edited transcripts, and verified references, and presented findings. Curated resources for the upcoming Anthology of Rap, Volume 2 and created extensive dossiers for six artists.

SALES MANAGER | DFS LAX

Managed and scheduled a team of 20 employees with an annual departmental budget of \$24 million. Analyzed regional business trends weekly to implement complex initiatives that increased productivity by 10% and sales by 15%. Developed an Excel budget tracker to measure and guide strategies that increased Q2 sales by 13%. Founding member of DFS' LAX Green Committee, reduced paper waste by 40%.