

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ANCHORAGE SCHOOL BOARD APPOINTMENT APPLICATION

Name of Applicant: Kimberly Sivoleto Date: _____

Mailing Address: PO Box 92205

Residence Address: Anchorage AK 99509

Telephone: Day: 248 5274 Evening: _____

Fax: _____ email: Kdsiv@gnail.com

Occupation: Mother, Community Member

Seat Applicant is Applying For: Seat B (Applicant must be at least 18 years of age and a registered voter in the Municipality of Anchorage.)

Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime involving moral turpitude? (PTFC Reg. 20 AAC 10.030)

Yes No If you answered yes, please attach written explanation.

Attachments to this application should include:

- resume
- statement of reasons why the applicant wishes to be a member of the Board
- other information deemed pertinent by applicant

Note: Within 30 days of taking office, the successful applicant will be required to submit a Conflict of Interest form as required by APOC.

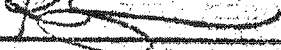
Applications should be mailed to: Office of the Superintendent

Anchorage School District
5530 E. Northern Lights Blvd
Anchorage, AK 99504-3135

Or hand-delivered to: 5530 E. Northern Lights Blvd.

Deadline for applications: All applications need to be received in the Superintendent's office by 5 p.m. on Friday, February 6, 2009.

The School Board will make the appointment during a Special Meeting, convening Saturday, February 14, 2009 at 1:30 p.m.

Signature: 

Kimberly D. Singleton
P.O. Box 90205
Anchorage, Alaska 99509
email: kdsing@gmail.com

Anchorage School District
Attention: Anchorage School Board President Jeff Friedman
5330 E. Northern Lights Blvd
Anchorage, Alaska 99509

Re: Letter of Interest, Seat B, Anchorage School Board

Dear Board Members:

I hereby submit both my application as well as this letter outlining my interest in serving on the Anchorage School Board in Seat B until the election in April of 2009.

In addition to my formal resume, I would like to share more information regarding myself with you.

I was born and raised in rural Alaska – I am from Bethel. I am of Yup'ik heritage. After attending a Catholic Boarding School in St. Mary's Alaska I joined the Air Force and traveled to Europe where I transferred to the British Forces. I lived in Europe for 10 years and upon my return to Alaska – I continued in the field of Aviation until I entered the U.S Army. After the Army I worked for the State of Alaska as well as the Federal Aviation Administration. I am a wife, mother and now grandmother. Two of my children attend schools in the Anchorage School District. My husband and I have been extremely active in our children's education as well as our Native community – in accordance with the tenets taught by my elders – my family constantly volunteers for both our Native Community as well as the Anchorage Community as a whole. Currently I am a active member of the CITCI Native Education Parent Advisory Committee and I have also volunteered to the Academic Policy Committee of the Alaska Native Charter School.

I believe that with my vast experience I would be an asset to the Anchorage School Board. I see this as an opportunity to experience first hand the work and challenges of the Anchorage School Board. I believe that the experience I would gain would assist me in my continued efforts on the CITCINEAC as well as the APC of the Alaska Native Charter School.

My contact information has been listed above – I look forward to hearing from you.

Sincerely,

Kimberly D. Singleton

Kimberly D. Singleton

P.O. Box 90205
Anchorage, Alaska 99509
e-mail: kdsing@gmail.com

OBJECTIVE

My objective is to secure a position on the Anchorage School Board by applying to vacant seat B

QUALIFICATIONS

- Wife, Mother, Grandmother
- Aircrew Life Support Technician
- Unit/Battalion Administrator
- Aviation Safety Technician
- Secretary/Administration/Human Relations
- Office Automation/Qualified Typist 50 WPM/Office Administration
- EEO Leader
- Hazard Materials Transportation
- Ability to identify needed actions, plan, carry out and make decisions to accomplish assigned workload.
- Ability to control and/or track incoming correspondence and action documents.
- Ability to coordinate varied administrative projects simultaneously.
- Ability to interpret and apply established administrative guidance for administrative and/or non-technical procedures.

PROFESSIONAL EXPERIENCE

Aircrew Life Support Specialist

U.S Air Force

1982-1990

- Lackland Air Force Base, Texas
- Chanute Air Force Base, Illinois
- Zweibrucken Air Force Base, Germany

As a trained Aircrew Life Support Specialist trained in the 92210 field. I maintained all essential life support equipment on assigned high performance aircraft. This is including but was not limited to helmets, visors, O2 masks, survival kits, survival vests, survival LPU's, G-Suits, this position also entailed creating custom aircrew helmets, customizing g-suits and o2 masks, maintaining ejection seat and survival kit maintained included emergency radio, raft, supply inspections conducted at routine scheduled and unscheduled intervals.

Translator and Administrative Executive Secretary News & Information Section

British Forces Broadcasting Service Cologne, FRG

1984-1996

- Translated German spoken word and text into English for the News and Information Section
- Maintained 90 WPM typing speed
- Typed all scripts for 9 on the hour news programs
- Recorded reports from telephone for on-air news programs and created scripts.
- Assisted with two one hour on-air live variety news and information shows

Kimberly D. Singleton

- When celebrities came to BFBS my section was responsible for introducing them to the on-air personalities, providing refreshments and guiding them through the studios.
- Received and routed all incoming and outgoing mail
- Maintained all office files and transcripts for duration of 1 year
- Answered the telephones and routed calls throughout the office
- Maintained time cards for News and Information Section
- Arranged on-air personality and News and Information Personnel travel

Ticket Agent

MarkAir Station Lead MarkAir Express King Salmon/Bethel, Ak 1991

- Take telephonic reservations and create itinerary on APPOLLO and SABRE System Airline Computer systems
- Ticket and manifest passengers on daily 727-37 aircraft and Cessna 206-207 aircraft
- Check in passengers, baggage and route and process passengers through secure areas of terminal
- Create and finalize passenger manifests for aircraft crew and load master
- Take and ship gold streak on air dispatch documents
- processed and maintained a cash drawer

Unit Administrator/Battalion Personnel Administrator

U.S Army Fort Richardson, AK 1992-1998

Company A 1/207th Avn Regt

HHC 1st Inf Bn Sct

HHC 1/207th Avn

- Prepared and submitted payroll for two units strength 300+ soldiers
- Prepared and submitted all documentation for soldiers assigned pertaining to official military records and business
- Maintained all personnel and military files for Commander
- Prepared, maintained and monitored military working files according to MARKS Army filing system
- Calculated and maintained group strength reports and forwarded them to Battalion level
- Trained in all computer essential programs, MS-DOS, Windows, Microsoft Office, Enable, AKSAS, Lotus notes and TACCS
- ability to type 40 wpm
- Prepared all military correspondence for Commander, 1SG, Units to include letters, requests for training, requests for orders, supplies etc.
- Maintained military physical fitness
- Trained as an EEO Leader
- Trained in Hazardous Material management
- Trained in Unit Fiscal management
- Trained in Unit Administration (Honor Graduate)
- Took attendance for Commander and payroll management

Kimberly D. Singleton

EDUCATION

Business, Language and Human Relations
University of Alaska Anchorage

UAA

Anchorage, AK

2007-current

- I am currently pursuing a interdisciplinary degree at UAA
- German (Professional Proficient)

High School Diploma

St. Mary's High School

St. Mary's , AK

1979