



ERIC GARCETTI
MAYOR

July 31, 2017

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Ms. Shooshig Susan Avakian to the Board of Neighborhood Commissioners for the term ending June 30, 2022. Ms. Avakian will fill the vacancy created by Eve Sinclair, whose term has expired.

I certify that in my opinion Ms. Avakian is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Shooshig Susan Avakian
Commission: Board of Neighborhood Commissioners
End of Term: 6/30/2022

Appointee Information

- 1. Race/ethnicity:** Armenian
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 7 - North Valley
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.A., California State University, Northridge
- 7. Occupation/profession:** Loan Originator
- 8. Experience(s) that qualifies person for appointment:** See attached resume
- 9. Purpose of this appointment:** Replacement
- 10. Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Atkinson, Joy	South LA	10	African American	F	30-Jun-20
Darett-Quiroz, Margarita	East LA	1	Latina	F	30-Jun-21
Lipmen, Eli	West LA	5	Caucasian	M	30-Jun-21
Wehbe, Debra "Debbie"	Central	4	Caucasian	F	30-Jun-18
Shaffer, Leonard	South Valley	3	Caucasian	M	30-Jun-19

Shooshig Susan Avakian

EDUCATION

California State University, Northridge (CSUN)

May '03

Bachelor of Arts: Liberal Studies – Concentration in Armenian, Minor in Armenian Studies

PROFESSIONAL EXPERIENCE

Loan Originator (NMLS # 1094788 / DRE # 01943973)

Jan '14 –Current

- Mortgage loan originator with direct wholesale lender.

Broker Price Opinion Report Coordinator & Research Assistant, Verdugo Properties, Inc.

Sept '09 –May '12

- Responsible for all scheduling of BPO inspection appointments for the broker, Vic Avakian throughout LA and Ventura counties.
- Sending reminders to agents/homeowners on a regular basis, answering phone calls, filing all related paperwork, gathering and organizing research material needed to complete inspection reports for various banks.

Administrative Director, Armenian National Committee America (ANCA) Endowment Fund

March '09 – Aug '09

- Organizing and the successful completion of a fundraising telethon held on May 30, 2009, on nationwide television. Marketing, volunteer education, scheduling of entertainment and volunteer coordination, community presentations, etc.

Education Coordinator, Orran Benevolent NGO (Armenia)

Dec '07 – June '08

- Restructured and coordinated the education sector of the after school program for street children in Yerevan, Armenia. □ Managed a team of 7 teachers, 1 psychologist, 2 social workers.

Loan Processor, Salpi Avakian (Senior Loan Officer)

Sept '02 – Apr '07

- Opening of files, copying, establishing contact with borrowers and prospects, file setup, data entry into Point, creation of GFE's per loan officer's guidelines.
- Various clerical tasks, which included filing, database creation using Point export, and utilization of mail merge programs for client communications, designing of flyers, coordination of agent educational data sheets, appointment scheduling.

Administrative Assistant, Board of Regents of Prelacy Armenian Schools

Sept '05 – Apr '07

- Various clerical tasks, which include drafting circulars, filing, organizing events such as the annual staff development day.
- The organization of special projects initiated by the Board (Survey of Parents, HAYK Armenian subject testing, Nutrition Task Force, etc.) □ Administrative secretary for the Education Council.

VOLUNTEER AND LEADERSHIP

- Sunland Tujunga Neighborhood Council – *Treasurer*, 2016-2018
- Armenian National Committee of America Sunland-Tujunga Chapter – Co-Chairperson, 2015- current
- Armenian Lighthouse Charitable Foundation - Volunteer, 2007- 2009
- Dollarthon Project - Founder, 2003-2008
- Youth Corps Committee - Chairperson, Advisor, Group Leader, 2003-2006
- California State Univ. Northridge Trip to Armenia- Trip Coordinator Assistant, 2003 □ Internship at the Ministry of Education & Sciences, Yerevan Armenia- 2000

SKILLS

- Proficient in MSOffice (mail merges of all types, database entry and linking, spreadsheets, presentations with graphics)
- Experience with Quickbooks, Photoshop, Point, Encompass
- Ability to work in a fast-paced (structured and unstructured) environment individually and with a group (team-oriented) • Strong leadership, communication, problem solving and organizational skills
- Training and team building skills
- Type approximately 80 wpm. (Can also type in Armenian - speed unknown)
- Languages: Armenian (fluent in both dialects and both spellings)



July 31, 2017

Ms. Shooshig Susan Avakian

Dear Ms. Avakian:

I am pleased to inform you that I hereby appoint you to the Board of Neighborhood Commissioners for the term ending June 30, 2022. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Claudia Luna in my office at (213) 978-0621 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the Ethics Commission at (213) 978-1960.

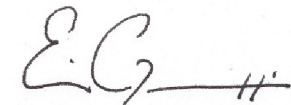
Ms. Shooshig Susan Avakian
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As part of the City Council confirmation process, you will need to meet with Monica Rodriguez, your Councilmember, and Councilmember David Ryu, the Chair of the Health, Education, and Neighborhood Councils Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Health, Education, and Neighborhood Councils Committee. Sometime thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Claudia Luna will assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti", with a horizontal line extending to the right and a small flourish at the end.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Shooshig Susan Avakian
July 31, 2017

Nominee Check List

I. Within three days:

_____ **Get fingerprinted to complete a background check.**
No appointment is necessary. Bring the Mayor's letter to:
Background Unit of Employment Services Division, Personnel
Department Building, 700 East Temple Street, Room 235, Los Angeles,
California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail or email the following forms to: Legislative Coordinator, Office of the Mayor,
Office, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email:
Claudia.Luna@lacity.org.

_____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **Commissioner Information Sheet/Voluntary Statistics**

III. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms via email from that office.*

_____ **Statement of Economic Interest ("Form 700")**
IMPORTANT: The City Council will not consider your nomination until
your completed form is reviewed by the Ethics Commission.
_____ **CEC Form 60**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Your City Councilmember Monica Rodriguez**
_____ **Councilmember David Ryu, Chair of the Council Committee
considering your nomination**

Staff in the Mayor's Office will assist you with these arrangements.