



THE CITY OF NEW BRUNSWICK
CITY HALL . 78 BAYARD STREET . NEW BRUNSWICK, NJ 08901-2113

OFFICE OF THE CITY ADMINISTRATOR
732.745.5007

TO: SHALON BENNETT
DEPUTY CITY CLERK

FROM: DANIEL A. TORRISI
CITY ADMINISTRATOR

RE: OPRA 19.03_115

DATE: 25 March 2019

Enclosed are the following:

1. Resume
2. Application for employment. Date of application 3/24/2000
3. Application for employment. Date of application 9/11/2011

Please let me know if you need anything else.

Claribel Azcona-Barber
17 Clifton Avenue
New Brunswick, NJ 08901-1503

OBJECTIVE

To obtain a full-time position with an organization focused on government relations.

CAREER PROFILE

- Extensive experience working with public and elected officials
- Demonstrated knowledge of State and local government functions
- Strong constituent service skills
- Fluent in Spanish, speaking, reading, writing

PROFESSIONAL EXPERIENCE

State of New Jersey, Office of the Governor

Trenton, New Jersey

Aide to the Governor, Inter-Governmental Affairs Office August 2006- December 2009

- Liaison between the Governor's Office, Legislators, County and local elected officials
- Organize and manage special events
- Prepare daily briefings for the Governor
- Advance work for special events
- Process Governor's correspondence from elected officials
- Interact with different constituents on behalf of the Office of the Governor
- Help members of the Governor's senior staff on special projects

State of New Jersey, Office of the Attorney General

Trenton, New Jersey

Confidential Assistant to the Attorney General, May 2006-August 2006

- Accompanied the Attorney General to events
- Executed advance work for the Attorney General
- Assisted with the organization of special events for the office
- Helped with constituent matters

State of New Jersey, Office of the Governor

Trenton, New Jersey

Aide to the Governor, Office of the Chief of Staff, June 2004-January 2005

- Assisted the Deputy Chief of Staff with coordinating daily events
- Coordinated day-to-day operations of the Deputy Chief of Staff's Office

State of New Jersey, Department of State

Trenton, New Jersey

Executive Assistant to the Deputy Secretary of State June 2002-June 2004

- Assisted the Deputy Secretary of State with day-to-day issues and operations
- Acted as the liaison between the twelve divisions the Deputy Secretary of State oversaw
- Coordinated daily events and projects

- Managed the schedule and organized meetings

State of New Jersey, 17th Legislative District

New Brunswick, New Jersey

Office of Assemblyman Joseph Egan, Legislative Aide January 2002-June 2002

- Worked with municipal agencies and elected officials to ensure proper follow up was given to the Assemblyman's initiatives
- Coordinated and managed activities at the Legislative Office collaborating with other district offices on a regular basis
- Participated in the allocation of funds to different organizations throughout the District

City of New Brunswick

New Brunswick, New Jersey

Senior Clerk, Inspections Department June 2000-January 2002

- Assisted the Chief of Housing Inspections in the reengineering and organization process within the department to all levels of staff members and city residents
- Managed daily basic activities between the Housing Inspectors and the residents
- Managed the budget and payroll for the Division of Housing Inspections

POLITICAL EXPERIENCE

Victory 2005, Jon Corzine for Governor

Middlesex/Mercer Counties, New Jersey

Field Director for Latino Outreach September 2005-November 2005

- Developed campaign strategies, budget, payroll, supervised and directed over 100 campaign workers and volunteers.

Victory 2001, James McGreevey for Governor,

New Brunswick, New Jersey

New Brunswick Latino Field Coordinator September 2001- November 2001

- Assisted the candidate with community and voter outreach
- Managed and organized campaign events
- Developed voter database

Committeewoman City of New Brunswick, 2001-2003

EDUCATION

Middlesex County College Edison, New Jersey

Associates Degree in Marketing

El Rubio High School, El Rubio Dominican Republic

PROFESSIONAL MEMBERSHIPS

State of New Jersey Optometrist Board, Board Member January 2010-Present

City of New Brunswick Ethics Board, Board Member February 2010-Present

State of New Jersey Cemetery Board, Board Member May 2005-June 2006

City of New Brunswick, Human Relations Commission, Board Member January 2004-May 2006

City of New Brunswick Rent Control Board, Board Member May 2002-May 2006

Puerto Rican Action Board, Board of Trustees Member 2002- 2008

Middlesex County College Hispanic Advisory Committee, Board Member May 2009- May 2011

Middlesex County Hispanic Affairs Task Force, Board Member May 2005-June 2006

Application For Employment

CITY OF NEW BRUNSWICK
Personnel Office
78 Bayard St.
New Brunswick, N.J. 08901

eff. 6/15/00

6/5/2000

NAME: CLARIBEL AZCONA POSITION: PERMIT CLERK DATE: 3/24/00

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For <u>PERMIT CLERK</u>	Date of Application <u>3/24/00</u>
How Did You Learn About Us?	
☐ Advertisement	☒ Friend
☐ Employment Agency	☐ Relative
	☐ Walk-In
	☐ Other _____

Last Name <u>AZCONA</u>	First Name <u>CLARIBEL</u>	Middle Name <u>A</u>
Address <u>81 HASSART ST.</u>	City <u>NEW BRUNSWICK</u>	State <u>NJ.</u>
Zip Code <u>08901</u>	Telephone Number(s) [REDACTED]	
Social Security Number [REDACTED]		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☒ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes ☒ No

If Yes, give date _____

Are you currently employed?

☒ Yes ☐ No

May we contact your present employer?

☒ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☒ No

On what date would you be available for work?

April 1st to 15

Are you available to work: ☒ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☒ No

Can you travel if a job requires it?

☒ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

☐ Yes ☒ No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School	Delia Santelises El Rubio, SAJOMA DOMINICAN Republic	General studies	8	—
High School	"El Rubio" High School El Rubio DOMINICAN Republic	General studies	4	Yes
Undergraduate College	Middlesex County College	Marketing	2	Associate's Degree
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK	SPANISH		
READ	SPANISH		
WRITE	SPANISH		

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Amadeus & system one Computer TRAINING
Chair Person AND LEAD Fund raiser for
purchase AND DONATION of Ambulance
for a TOWN in the DOMINICAN Republic.

Describe any job-related training received in the United States military.

NONE

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer CARIBBEAN FRIED CHICKEN		Dates Employed		Work Performed
Address 242 George St. New Brunswick		From 6/98	To Present	
Telephone Number(s) [REDACTED]		Hourly Rate/Salary		ORDERED Supplies, BOOKKEEPER, Manager, INVENTORIES,
Job Title OWNER		Starting NO	Final BUSINESS OWNER	
Supervisor CHARIBEL AZCONA		Reason for Leaving		
2. Employer NICK LUGO TRAVEL		Dates Employed		Work Performed
Address 175 Smith St. Perth Amboy		From 5/95	To 6/98	
Telephone Number(s) [REDACTED]		Hourly Rate/Salary		Receptionist, sales Reservations, general office work such as paper work, computer input, filled out applications
Job Title TRAVEL Agent		Starting 8:50 per hr	Final 11 p/hr	
Supervisor Lily SAUCEDO		Reason for Leaving		
3. Employer HAVANA Grocery Store		Dates Employed		Work Performed
Address 229 George St. New Brunswick		From 1/87	To 5/95	
Telephone Number(s) [REDACTED]		Hourly Rate/Salary		SUPERVISE the store, CASHIER, ORDERED Supplies, BOOKKEEPER
Job Title MANAGER		Starting 13,000 p/yr	Final 20,800 p/yr	
Supervisor DAMARIS HERNANDEZ		Reason for Leaving		
4. Employer NONE		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title		Starting	Final	
Supervisor		Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

NONE

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

- Supervise And oversee the restaurant.
- Handle Customers questions and complaints.
- Process daily bank deposits, and validate on system

Specialized Skills

Check Skills/Equipment Operated

☐ CRT

☒ PC

☒ Calculator

☒ Typewriter

☒ Fax

☒ Lotus 1-2-3

☒ PBX System

☒ Wordperfect

Production/Mobile
Machinery (list):

Other (list):

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

☒ YES ☐ NO

References

1. Blaquita Valenti

(Name)

New Brunswick NJ.

(Address)

Phone #

2. LESTER MATTHEWS

(Name)

7 ACADEMY ST. FARMINGDALE NY. 07727

(Address)

Phone #

3. Scott MILLER ESQ.

(Name)

203 Easton Ave N.B.

(Address)

Phone #



THE CITY OF NEW BRUNSWICK

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT or TYPE)

Date of Application: 9-14-2011 Position Applying: Aide To The Mayor

Name: Claribel A. Azcona-Barber
First Middle Last

Address: 17 Clifton Ave Apt. (if applicable)
Street
New Brunswick NJ 08901
City State Zip Code

If less than 1 year, please provide a previous address.

Previous Address: _____
Street Apt. (if applicable)

City State Zip Code

Telephone #: Home: _____ Mobile: _____

E-mail: _____

Date of Birth: 12-14-67 Social Security #: _____

If less than 18 years of age, proof of eligibility to work will be required.

Have you ever filed an application with the City of New Brunswick? ☒ Yes ☐ No

If yes, give date: 6-2000

Do you possess a valid New Jersey Driver's License? ☒ Yes ☐ No

If yes, provide DL number: _____

Have you ever been employed with the City of New Brunswick? ☒ Yes ☐ No

If yes, what department: Inspections

Are you prevented from lawfully becoming employed in this Country? ☐ Yes ☒ No

CITY HALL • 78 BAYARD STREET • NEW BRUNSWICK, N.J. 08901

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of credits left to graduate	If Yes, date of Graduation	Degree received	Major
High School: El Rubio High School	El Rubio Dominican Rep.	☒ Yes ☐ No			✓	
GED:		☐ Yes ☐ No				
Other School:		☐ Yes ☐ No				
College: Middlesex County	Edison NJ	☒ Yes ☐ No		1997	✓	Marketing
College:		☐ Yes ☐ No				
College:		☐ Yes ☐ No				

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.

MILITARY SERVICE

Branch: N/A From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

FOREIGN LANGUAGE(S)

Indicate any foreign language you can speak, read and/or write (if applicable)

	Fluent	Good	Fair
Speak	Spanish	✓	
Read	Spanish	✓	
Write	Spanish	✓	

WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

PLEASE NOTE: The City of New Brunswick reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: <u>2006</u> To: <u>2009</u>	☒ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title: <u>Aide to the Governor</u>
Starting Salary: <u>53,000</u>	Organization Name and Address: <u>State of NJ</u> <u>125 W. State St, Trenton, NJ</u>	
Final Salary: <u>Same</u>		
Supervisor's Name, Title and Phone #: <u>Mark Matzen</u> [REDACTED]	Other Reference Name, Title and Phone #:	Contact my current references: ☒ At any time ☐ Only if I am a finalist candidate
Primary duties: <u>Intergovernmental Affairs</u>		Reason for Leaving: <u>Lay - off</u>

Dates Employed (most recent position) From: <u>2006</u> To: <u>2006</u>	☒ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title: <u>Confidential Assistant to the Attorney General</u>
Starting Salary: <u>50,000</u>	Organization Name and Address: <u>State of New Jersey, Office of the AG. 25 Market St. Trenton, NJ</u>	
Final Salary: <u>Same</u>		
Supervisor's Name, Title and Phone #: <u>David Matos</u> <u>Chief of Staff</u>	Other Reference Name, Title and Phone #:	Contact my current references: ☒ At any time ☐ Only if I am a finalist candidate
Primary duties: <u>Advance work, organized special events</u> <u>Constituent matters</u>		Reason for Leaving: <u>Transfer to the Governor's Office</u>

Dates Employed (most recent position) <u>Aide to Gov.</u> From: <u>2004</u> To: <u>2005</u>	☒ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title: <u>Aide to Governor</u>
Starting Salary: <u>40,000</u>	Organization Name and Address: <u>State of NJ - Office of the Governor</u> <u>125 W. State, Trenton, NJ</u>	
Final Salary: <u>same</u>		
Supervisor's Name, Title and Phone #: <u>Axel Miranda</u> <u>Deputy Chief Staff</u> [REDACTED]	Other Reference Name, Title and Phone #:	Contact my current references: ☒ At any time ☐ Only if I am a finalist candidate
Primary duties: <u>Assist Deputy Chief of staff with daily events; coordinated day to day operations.</u>		Reason for Leaving:

References

Please list three professional references.

Full Name: Marie Matzen Relationship: Formal Supervisor
Company: NJ State / Gov's Office Phone: [REDACTED]
Address: 125 W. State St. Trenton NJ

Full Name: David Matos Relationship: Formal Supervisor
Company: Attorney General Office Phone: [REDACTED]
Address: 25 Market St. Trenton, NJ

Full Name: Arlene Perez, Esq. Relationship: Work together
Company: Attorney General Office Phone: [REDACTED]
Address: 25 Market St. Trenton, NJ

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

- I certify that the information on this application and its supporting documents is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the CITY OF NEW BRUNSWICK to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- I agree to submit to a physical exam and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- If employed, I will be required to comply with all City rules and regulations.
- If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the NJ Division of Pensions and Benefits System.

Applicant Signature: Claribel Azma-Barber Date: 9-14-2011

SPECIALIZED SKILLS

Check and/or list and skills or equipment operated

CRT ☐	Fax ☒	Production/Mobile Machinery (list):	Other (list):
PC ☒	Lotus 1-2-3 ☐		
Calculator ☒	PBX System ☐		
Typewrite ☐	MS Applications ☐		

State any additional information you feel may be helpful to us in considering your application:
<i>See attached Resume.</i>

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, which or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES ☒

NO ☐

Please list technical skills, clerical skills, trade skills, etc., relevant to this position.
Include relevant computer systems and software packages of which you have a working knowledge,
and note your level of proficiency (basic, intermediate, expert)

<i>See attached Resume.</i>