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By Dylan Gibson at 10:20 am, Jan 04, 2023

City of Commerce City
3 January 2023
Attn: Dylan Gibson
7887 E. 60th Ave.
Commerce City, CO 80022

Good afternoon City Clerk Dylan Gibson,

Please find the enclosed application to the appointment of the Ward III, City Council seat. As requested, I am writing today to attest to my eligibility to serve in this capacity. I attest that I am:

- be a citizen of the United States;
- be at least 18 years of age;
- be a resident of Commerce City for 12 months immediately preceding the appointment;
- be a resident of Ward III for 25 days immediately preceding the appointment;
- be a registered a voter; and
- not currently serving a criminal sentence, including probation or parole, for a felony or an offense comparable to a felony in the military.

Respectfully,

Ashley Jackson



CUSTOMER SERVICE

MANAGEMENT | CUSTOMER SUPPORT | ADMINISTRATIVE

Results-driven leader with experience propelling teams large and small to achieve measurable success. Strong interpersonal skills and effective leadership allow me to motivate teams to peak performance levels while reaching milestones with aggressive performance metrics early and implementing cost reducing strategies. Additionally, I'm known for being an articulate communicator, skilled at delivering insightful presentations and strengthening relationships with business partners, clients, peers, and senior leadership.

- Sales Experience
- Time Management
- Database Management
- Customer Service
- Customer/Client Negotiations
- Creative Problem Solving
- Data Compilation & Analysis
- Organizational Skills
- Management Experience
- MSOffice Programs/CRM
- Written & Oral Communication
- Contract Billing

PROFESSIONAL EXPERIENCE

MSI HOME OWNERS ASSOCIATION | Commerce City, CO

2017-Present

Board Member

Managed and planned events. Oversaw the HOA financials and developed annual budgets. Conducted basic record keeping for expenses and receipts for events and contracting work. Worked with community and residence to resolve violations & come to solutions that benefit all. Conducted inspections of residential areas and common areas to insure compliance with community standards & guidelines.

MOONLIGHT PHOTOGRAPHY LLC | Commerce City, CO

2022-Present

Business Owner

Start up business. Coordinated with clients for large events such as weddings, sports venues, and banquets. Created and customized photographs, marketing flyers, and portfolios. Strong organizations skills with managing the business and clients. Willingness to learn technical programs with proficiency in Adobe Lightroom, Lightroom Classic, Photoshop, and transactional websites.

COLDWELL BANKER | Westminster, CO

2017-2022

Real Estate

Managed several clients files. Answered emails and calls. Scheduled time sensitive inspections. Showed homes/open houses.

SALES PARTNERSHIPS INC | Broomfield, CO

2016-2016

Recruiter/Sourcer

Outsourced selling solutions to mid-sized corporations, global enterprises and venture-backed entities that want to launch or expand sales operations in North America. SPI is committed to helping build world class sales organizations including American Express, DOW, and Tyco. Identify qualified candidates for the Amex optBlue recruiting project. Screen candidates and set up for interviews. Coordinate with the recruiting team on hiring objectives. Help manage the full life cycle recruiting process. Manage candidates through CRM software. **Contract Position that ended.**

AMERICAN NATIONAL INSURANCE | Columbia, MO

2015-2016

EXECUTIVE ASSISTANT

Fulfills key leadership role while managing heavy workload of insurance quotes, marketing strategies, receiving outbound calls and processing paperwork. Provides frontline customer support through phone and face-to-face interaction. Reads, interprets, and explains detailed insurance policies. Monitors supply levels, orders office supplies, and completes daily administrative tasks. Moved to CO.

COMFORT INN | St. Louis, MO

2012-2015

FRONT DESK MANAGER

Checked in and out guest, helped with payroll, scheduling, answered multi-line phones, order supplies, and administrative duties. Started in housekeeping, then front desk to management.

EDUCATION & TRAINING

American Real Estate College | 2018
Westminster, Co

MEDICAL ASSISTANT | *summa cum laude* | 2009

SANFORD BROWN | St. Peters, MO

HIGH SCHOOL DIPLOMA | 2007
WARREN CO R3 | Warrenton, MO

HONORS & AWARDS

DEANS HONORS | 2009
SANFORD BROWN | St. Peters, MO

Ashley Jackson; Exhibit A: Council Vacancy Application Questions

I believe I would be a good Council Member because I have good leadership skills and understand the importance of teamwork. I am committed to my community and would enjoy working for Commerce City and this Council. I like getting to understand the unique problems that face our community and work to find solutions that benefit our city. I am resourceful and love working with people. I am outgoing and believe in making Commerce City the best place to live now and for many years to come.

1. Why are you applying to be on the City Council?

I want to serve my community, give back, and to make this city a better place to live for everyone in Ward 3 and Commerce City. I am passionate about my community and will work with all community leaders and residents to achieve common goals. I wish to provide my skills and knowledge within the community to achieve social, economic, and environmental solutions. I believe in a sustainable and prosperous community aiming for long term solutions.

2. How is your experience and background relevant to being on the City Council?

I have experience in Ward 3 as a Home Owner Association board member. I am very involved in my local community listening to the needs and working for solutions. I also have business management skills, customer service skills, and organization skills that are highlighted in various job fields. I have experience running a business and working with teams in finding solutions for complex problems.

3. What are your thoughts on the relationship between the Historic City and the Northern Range?

I believe in preserving our history and also developing needed resources for the expansion of Commerce City. I believe in shared resources that provide infrastructure upgrades to the downtown area as well as new infrastructure that will be needed as the city grows. Economic activity in the Historic City should be considered as much a priority as the Northern Range. I believe that each will have different challenges and needs.

4. What do you believe to be the three most pressing challenges or concerns in the Commerce City community?

Economic development, Infrastructure development, and environmental concerns are the three most pressing challenges. Economic and Infrastructure development due to explosive growth of the population. Various strains on roadways, utilities, and public services. Environmental concerns with higher rates of various pollutants that is much higher in Commerce City than surrounding areas. Growth can be painful without proper planning.

5. What do you see as the three biggest opportunities for Commerce City right now?

Residential and business growth as well as transportation expansion. New development in residential and businesses create additional tax opportunities to create long term revenue streams. Commerce City has a unique ability to expand and capitalize on the growth and increase of population. By creating

incentives and planning these developments we can ensure the residences are provided parks, recreation, and transportation options to increase the quality of life for all residents of Commerce City.

6. What concerns, if any, do you have about serving on the City Council?

My biggest concern would be ensuring that the policies that we implement are effective and have positive impact on the community.

7. What does Quality Community for a Lifetime mean to you?

Quality community for a lifetime means that we need to think about decisions that are made that will on have a long lasting impact on the quality of life for the residents of Commerce City. This is thinking about putting in parks and not just strip malls. The quality of life that affects well-being, happiness, access to schools, work opportunities, absence of crime, and good physical and emotional support for the community.

8. What local government or non-profit boards or commissions have you served on?

I currently serve in Ward 3 as board member on the River Run Home Owners Association. I have served on this board since 2017.

9. Have you participated in the Commerce City Civics Academy?

No, but I am very interested and plan on participating in the future.

10. How long have you resided in Commerce City?

I have been a resident since 2016.

11. What is your favorite place in Commerce City?

Reunion Coffee House. I love this place because it's a small business and in small community with a beautiful backdrop of the lake and mountains. It is great for families and gives people in the community a place to gather. The Reunion Coffee House is a social enterprise that operates to support community uplift partnership (CUP). CUP equips young adults with the tools and resources they need to make better decisions for their future and their families.