

R E S U M E

of

C A R O L Y N L A Y T O N

P. O. Box 16
Redwood Valley CA 95470

1662 Page Street
San Francisco CA 94117

Phone: (415) 931-9107
or (707) 485-7608
and leave message

BB-23-L-1

R E S U M E

Carolyn Layton
1662 Page Street
San Francisco CA 94117

Phone: (415) 931-9107
and leave message

Personal: Age 31, married

Mail address:
P. O. Box 16
Redwood Valley CA 95470

POSITION APPLIED FOR:

In transferring to San Francisco, it is my intention to seek a position in the field of education, either at the administrative or classroom level, where my background and avocational experience will best contribute and be utilized.

Both my education and avocation, as Vice-President and General Administrator of a large protestant church (of over 40,000 members in California alone) have directed my efforts and attention into the areas of education and counselling. I was directly assisting the Pastor and President of this church and was involved in helping to structure this large and successful group from its inception in California, with around 75 initial members, to its present growth and size. My responsibilities have included:

Eight years of classroom teaching in the fields of (a) social sciences (including Geography, history, economics and civics) (b) French -- First through Fourth year levels, and (c) girls physical education;

Budget planning and follow-up administration;

Selection and final approval of Advisory Personnel;

Opening of new branches, training staff and members to staff and operate branches;

Travel abroad and dealing with foreign governmental dignitaries on behalf of the church's foreign missionary programs;

Advisory Chairman of church's financial investments, researching projects and reporting to its President and Pastor, and sharing of administration of the Board of Directors, in its regular and special functions; and

Assistant to the President and Pastor.

EDUCATION:

UNIVERSITY OF CALIFORNIA, at Davis, 1963-1967
BA Degree in Political Science, minor in French

UNIVERSITY OF CALIFORNIA, at Davis 1968-1969
One year of graduate work, and received teaching credential

SONOMA STATE COLLEGE .EXTENSION
Courses taken in subjects related to the Native American in California and Family Sexual Education, in 1970, 1973 and 1974

SPANISH: Reading knowledge

FRENCH: Fluent speaking, reading and writing knowledge

SORBONNE AFFILIATE UNIVERSITY, Bordeaux, France
Studied abroad for period immediately after high school, again in 1967-1968 period, and spent various summers traveling abroad -- largely through Europe. Took courses in history, law and political economics at the Faculty of Law.

PSYCHOLOGY: In addition to regular studies, I have taken extensive seminars in the field of psychology, particularly as it relates to the professional personality and family stress.

RESEARCH AND WRITING PROJECT:

I have delayed the joining of various associations and groups, including an invitation to join an Honor Sorority at University of California at Davis, because of my desire to complete the book I have been writing:

In connection with the subject of "Family Stress and Psychology of the Professional Personality," I have spent considerable spare time and much travel for research. The book deals with efficiency in bureaucratic functioning, and motivational factors in job performance. The book is presently being edited and will go on to a typist thereafter if it seems timely to publish it just now. However, my own time and attention are now free to devote to new matters.

WORK EXPERIENCE:

AVOCATIONAL:

Currently, Vice-President and Director of Peoples Temple of the Disciples of Christ, with over 40,000 members in California and outreach missionary programs in many other states and abroad.

VOCATIONAL:

1970-1975 (to date) Teacher, Ukiah High School (Ukiah Unified School District)

1968-1970 Teacher, Potter Valley High School (Ukiah Unified School District)

1966 Receptionist for John V. Moore, Campus Ministries, Davis, California

1966 University of California, French Laboratory Supervisor

(I have a standard lifetime teaching credential in California with specialization in secondary teaching. Subjects taught include: government, history, economics, geography, French, girls physical education.

PERSONAL CHARACTERISTICS AND INTERESTS:

Highly disciplined in work habits, but with love of sports, including swimming and hiking, and appreciation of books including reading of historical biographies and current social, political and economic problems.

PERSONAL BACKGROUND includes teaching of creative dance and involvement in seminars in individualized education with enhancement of learning through emphasis on meeting individual needs as well as directing individuals into group involvement.

EXTENSIVE EXPERIENCE: COUNSELLING in drugs and family problems, marital relations, problems of adolescents, encounter therapy groups, suicide prevention and re-adjustment of ex-convicts, through work with various county personnel.

In one instance, I worked on a special program for adolescent girls with extreme discipline problems with Deputy Probation Officer Bradshaw, of Mendocino County Probation Department.

REFERENCES:

Jim Jones, President and Pastor
The Peoples Temple of the Disciples of Christ
1859 Geary Boulevard
San Francisco, California

Timothy O. Stoen, Assistant District Attorney
and
Chairman of the Board of
The Peoples Temple of the Disciples of Christ
P. O. Box 126
Ukiah, California 95482

Laetitia Leroy (Mrs.), Accountant and Business Consultant
Bookkeeping and Management Services
8461 East Road (P. O. Box 28)
Redwood Valley, California 95470

VOCATIONAL REFERENCES ON REQUEST:

Presently employed and would prefer that employer is not contacted at this time. Employer is a "board" and while a few of its members are advised of my intention to transfer to San Francisco, some others are not so advised and this could pose problems if they were contacted prior to giving them the courtesy of notification.

Other business and personal references available on request.

Bookkeeping & Management Services

CONSULTANTS:

Hedry Taylor
Lactitia Leroy
Harold Cordell
Loretta Coomer

Phone (707) 485-7608 and 485-7610

To Whom it may concern:

Re: Carolyn Layton, Administrator
Peoples Temple of the Disciples of Christ

Our office has, for the past several years, been responsible for the accounting and investment management of the Peoples Temple of the Disciples of Christ.

We have worked most closely with Ms Layton in her astounding capacity as General Administrator of the Peoples Temple's "many" branches and activities.

She is knowledgeable in all phases of investment and business management, and seems to have a wonderful interest in people and their problems, including sensitivity and professional skill in the handling of her office and employees.

She is directly responsible for budget approval, personnel relations, outreach programs, international problems, community and public relations -- and is general liaison between the Pastor and the many coordinators that carry out the church's busy, humanitarian program.

In all of her management of financial matters, she shows a genuine sensitivity to problems, but always an absolute concern that each dollar be given maximum utilization and most wise economic judgment in its expenditure. This office would most highly commend and recommend Ms. Layton in any Administrative or Managerial capacity for which she might be considered, now or in the future.

Very truly yours,

BOOKKEEPING & MANAGEMENT SERVICES

Hedry Taylor
Hedry Taylor, Director

HT:tl

8461 East Road - P.O. Box 28, Redwood Valley, California 95470

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