DATE: December 19, 2007

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza, El Paso, TX 79901 TELEPHONE 915-541-4701

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of January 2, 2008

Item should read as follows: Appointment of Ruben Raymond Valencia to the El Paso Museum of Archaeology Advisory Board by Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: El Paso Museum of Archaeology Advisory Board

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Ruben Raymond Valencia
(Please verify correct spelling of name)

BUSINESS ADDRESS: Retired

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: New Board

EXPIRATION DATE OF INCUMBENT: _____

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: ____
RESIGNED ____
REMOVED ____

DATE OF APPOINTMENT: 01/02/2008

EXPIRATION DATE OF NEW APPOINTEE: 01/02/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: x

2nd TERM: ____

UNEXPIRED TERM: ____

El Paso Museum of Archaeology

MEMO

Date: 4 December 2007

To: Rachel Quintana, City Representative, District 5

From: Marc Thompson, Ph.D., Director

Subject: Advisory Board Appointments

As a follow-up to the recent City Ordinance to establish an advisory board for the El Paso Museum of Archaeology, I am requesting that you consider nominating one individual from your district to serve on the advisory board. Please feel free to contact me if I may be of assistance in helping make a selection.

RECEIVED
DEC 0 5 2007
CITY REPRESENTATIVE
DISTRICT 5

RUBEN RAYMOND VALENCIA

To Whom It May Concern:

Please consider this letter of introduction as an expression of my interest in exploring a position as a member of the Archaeological Committee. My abilities to develop and cultivate relationships, problem-solving abilities, persistence, patience, creativity, and professional verbal skills will be beneficial. My resume is enclosed for your review and consideration.

As detailed in my resume, I have approximately twenty-nine years of community services and dedication. I would appreciate an opportunity to meet with you to discuss your needs and my potential to contribute as a team member. Thank you for your attention, consideration and forthcoming response.

Sincerely,

Ruben Raymond Valencia

Encl.

RUBEN RAYMOND VALENCIA

OBJECTIVE

CAREER FOCUS: SERVICE PROVIDER TO THE COMMUNITY

I am a dedicated and assertive professional with more than 30 years of exceptional public relations experience. Excellent communication and problem-solving skills. Dedicated to achieving goals as well as meeting the community's expectations and needs. I have extensive past involvement with various community agencies in the El Paso.

VOLUNTEER SERVICES

Candelighters of El Paso - volunteer fundraiser

Ronald McDonald House - respite caregiver for children who are terminally ill.

Reach for a Star - volunteer to mentor under privileged children.

Special Olympics - participated as a mentor for special needs children.

Ysleta Middle School Volunteer Mentor - mentor for at-risk students.

SBC Community Relations Team Member - volunteer in helping community organizations, such as the House of Cornelius and needy family during the holidays.

The United Way - volunteer on the allocating committee. Primary responsibilities allocating money to non-profit organizations.

EXPERIENCE

2004-Present Southwestern Bell
El Paso, TX
Communication Workers of America - Retirees

- President of the Communication Workers of America Retirees

- Assist retirees by advocating for their retiree benefits through Southwestern Bell and Social Security.
- Attend all District 6 Conventions for CWA.
- Attend all Legislature Sessions to advocate for CWA retirees.

1972-2002 Southwestern Bell
El Paso, TX
Special Service Frame Technician
- Implementation and maintaining special circuit for government and state agencies.
- Involved in new technology conversion with the electrical switching systems.

1972-2002 Southwestern Bell
El Paso, TX
Communication Workers of America
- Positions held: Chief Stewart and Vice President of the Network department.
- Informal and formal advocate on grievances.
- Involved with Environmental Health Protection (OSHA)
- Negotiator of Health and Worker Benefits.

1984-1993 El Paso Sheriff's Department
El Paso, TX
Deputy Sheriff's Reservist
- Positions held jailer, patrol, and warrants officer.

EDUCATION AND CERTIFICATES

1990 Labor Law and Parliamentary Procedures
- Certification for the application of Labor Laws and Procedures for AFL-CIO

1985 - 1988 Toastmasters International Member
- Providing and creating presentations for Mountain Bell community services.

El Paso High School El Paso, TX

- Graduated 1962
- Speech and Debating Team, DECA, and Drama Team

INTERESTS

El Paso Archaeology Society - a member of the society and appointed as the Lab, Educational, and Archives Specialist.

Ocean Archaeological Society - member.

Knights of Columbus - Chancellor, Chairperson for Vocations, and Chairperson of the fundraising committee for the St. Charles Seminary undergraduates.

ACTS Saint Raphael's Mens Association - Team Coordinator for the men's retreats.

LULAC Council 132 - member and activity volunteer at Fiesta De La Flores.

Keystone Heritage Park - member.

Archaeological Institute of America - member.