

DATE: 01/24/2008

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 29, 2008

Item should read as follows: Appointment of Albert Martinez III to the Fair Housing Task Force by Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Fair Housing Task Force

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Albert Martinez III
(Please verify correct spelling of name)

BUSINESS ADDRESS: 352 Lomaland Dr.

CITY: El Paso ST: TX ZIP: 79907 PHONE: 915-240-5832

HOME ADDRESS: _____

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

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

NAME OF INCUMBENT: Luis Mata

EXPIRATION DATE OF INCUMBENT: 04/26/2007

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X

RESIGNED _____

REMOVED _____

DATE OF APPOINTMENT: 01/29/2008

EXPIRATION DATE OF NEW APPOINTEE: 01/29/2010

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

2nd TERM: _____

UNEXPIRED TERM: _____

Albert Martinez III

Qualifications:

Highly motivated, responsible individual with proven Management, Supervisory, Administrative, Sales, Marketing, Collections, Human Resources, Problem Solving, Resolution, Customer Service and Organizational skills. Over 12 years of progressive and successful sales management and customer service experience. Focused on high standards teamwork to obtain optimal results. Excellent interpersonal, communication and organizational skills. Fluent language skill in English and Spanish.

Education:

1985-1989	JM Hanks, El Paso, TX High School Graduate
1992-1993	El Paso Community College, El Paso, TX Business Administration
2001-2003	The American College Bryn Mawr, PA Life Underwriting Training Council
2006-2007	El Paso Community College, El Paso, TX Associates of Arts Business Administration

Employment:

2007-Present	Dan Chavez Sales Sales agent for Central/South America
2003-Present	Insurance Agent-Independent Broker Responsible for sales, customer service, filing, marketing, canvassing, fact finding, life needs analysis, file death claims and update software.

Albert Martinez III

2000-2003	Insurance Agent-Reliable Life Insurance Company Responsible for collections, sales, customer service, filing, fire and death claims. Progressed through self-study courses in order to retain and renew state license. Other duties included training, assessing financial needs and balancing collections on a daily basis.	
1992-1999	Manager-Home Choice Responsible for management of all day operations of business. Supervision and assisted personnel in sales, rental and lease of merchandise. Recruiting hiring, training, scheduling of personnel. forecasting, budgeting, profit/loss reports, inventory control, merchandising, marketing, skip tracing and collection duties. Open and closing business, assuring maintenance and security. Ordered product for showroom and customers. Processing, verification and approval of contracts. Cashiering and daily-required reports. Repaired electronics, provided high quality customer service.	
Accreditations and in Life & Health licenses	May 2000-Present	Licensed by the State of Texas General Lines (Insurance)
Special Skills	Microsoft Word, Excel, Power Point 10 Key, Internet, E-mail, Coordinator, Access, Basic Accounting, Fax, Listener.	
Languages	Bilingual in English and Spanish, ability to read and speak.	
Community activities	2000-Present	Volunteer at a food pantry for Montwood Church of Christ
	2005-Present	Volunteer as a Middle School teacher at Montwood Church of Christ
	2003-2005	Volunteer for Upward Basketball Program as a coach for young children

Albert Martinez III

References

**Albert R. Aragon
Engineer/Programmer**

**Mario Chasco
Manager**

**Marco Antonio Rodriguez
Claims Service Representative**

**Saul Sedeno
Assistant Manager**