

DATE: 01/23/2013

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS: 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4124

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

Agenda for the Council Meeting of January 29, 2013

Item should read as follows: Appointment of Kay Mooy to the Retired and Senior Volunteer Program Advisory Council (RSVP) by Representative Steve Ortega, District 7.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Retired and Senior Volunteer Program Advisory Council (RSVP)

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Kay Mooy
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

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

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

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

NAME OF INCUMBENT: VACANT

EXPIRATION DATE OF INCUMBENT: 07/27/2012

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

DATE OF APPOINTMENT: 01/29/2013

TERM BEGINS ON: 07/28/2012

EXPIRATION DATE OF NEW APPOINTEE: 07/27/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

KAY A. MOOY

CAREER FOCUS: Professor in English: Rhetoric and Composition

Academic Specialties: Ancient Classical Rhetoric, Political Rhetoric, Technology

- Eight years experience teaching English at university level in a multi-cultural military environment
- Four years experience at the university level as a Graduate and Undergraduate Assistant Instructor
- Two years of experience working at the university level as an Adjunct Lecturer
- Five years experience at the university level as a Teaching Assistant in Western Cultural Heritage and History courses
- Two years working as Site Coordinator for the West Texas Writing Project
- Excellent communication skills
- Adept at working autonomously or as an integral team member
- Reliable and dependable with strong work ethic
- Computer savvy with an emphasis on teaching technology through the eyes of a rhetorician

SKILLS

Skilled in technical writing, proficient in technical editing

Proficient in editing copy for publications done in various programs

Created and maintains four websites: three for non-profit organizations and two professional educational websites

Computer literate with proficiencies in Microsoft Word, Excel, PowerPoint, FrontPage, Publisher, iweb, Adobe Suite programs, Dreamweaver, Blackboard, WebCT, pc and MAC capabilities.

Proficient in web design

Excellent at designing and editing visual rhetoric in the electronic world and in printed media

EDUCATION

PhD in Rhetoric and Composition Studies

Areas: Ancient Rhetoric, Political Rhetoric, and Technology

Master of Arts in History, The University of Texas at El Paso (2001);

Area: Ancient Classical History and Public History

Bachelor of Arts in English, The University of Texas at El Paso (1998); University Honors Degree with Highest Honors (1998)

Major: British and American Literature, Minor: History

Graduated from Arsenal Technical High School (1965) with a 3.9 grade point average

DEPARTMENT AND UNIVERSITY SERVICE

SECC Campaign Coordinator English Department (2009-2011)

Department of History Program Committee (2001)

Founded Historically Speaking and Miners Alive, academic and service student organizations
First President of Frontera Retórica, a chapter of the Rhetorical Society of America
Co-chair of MINERPALOOZA (student, staff, and faculty back to school celebration) and
member of the MINERPALOOZA (1999-2003)
UTEP Athletics Auction, Chairman of the Silent Auction, Procurement Committee Member,
Event Production Committee Member (2002-2008)
Women's Basketball Team Mentor (2007-2008)
UTEP Alumni Association Board of Directors

- President of the Board, 2004-2005
- Served as Treasurer, Vice President of Membership, Executive Director of Recognition, Chairman Top Ten Selection Committee, and Chairman of Senior Days Committee
- Past Top Ten Reception, Chairman; Founder of Men and Women of the Mines Reception
- Planned budgets, events, fundraisers
- Organized logistics, managed volunteers, assisted with strategic planning

Emeriti Member of the UTEP Heritage Commission, webmaster (2008-2010)

- Member 2000-2006

The UTEP Development Board (2005-2006)

HUMAN RELATIONS AND ORGANIZATIONS

Organized large scale military community events (Fort Devens, MA) including fundraising

- Organized volunteers (100)
- Ordered supplies
- Took charge of all financials

Amigo Airsho Board of Directors

- Chaired Amigo Airsho Special Needs Day for children with special needs from local schools (250 children and teachers or caregivers) that represented over 25 schools or other entities
 - Ordered supplies
 - Took charge of volunteers (50)
 - Recruited Attendees
- Chaired Amigo Airsho Blue Skies Chalet (2002-2004)
 - Organized volunteer personnel and staff members
 - Recruited and took charge of volunteers (60)
 - Ordered supplies

Wrote and edited newsletters, brochures, and publicity for community service organizations

El Paso Commission for Women Board of Directors

- Chair of the EPCW Hall of Fame Banquet 2010-2011
- Member 2009-2011
- Webmaster 2009-present
- UTEP Touchdown Club Board of Directors, treasurer (2006-2008)

American Association of University Women Vice-president & Recording Secretary (2010-2011)

Convention and Visitors Bureau of El Paso Advisory Board (2008-2011)

The University Women's Club, Treasurer, President, Past President Habitat for Humanity Board of Directors in charge of membership

Community Chest of El Paso

The American Cancer Society

- Chaired El Paso City Campaign for door to door contributions
- Won an American Cancer Society National Award named "Para de Disfrutar" (Live to Enjoy) a health fair and fundraiser

Currently serves on:

Sun Bowl Board of Directors

- Member of the Float Committee
- Member of the Fan Fiesta
- Sponsor for Invited Guest

Greater El Paso Chamber of Commerce Woman's Department Board of Directors

- UTEP liaison (2009-2012)
- Director (2010-2012); 2012-2014

UTEP Woman's Board of Member Auxiliary

- Yearbook Chair (2009-2011)
- 1st Vice President in charge of the Scholarship Benefit (2008-2009) raised \$25,000
- Treasurer (2007-2009)
- Opening Message Chair (2008)
- Ways and Means Chair 2006)
- Director (2005-2007)

WORK EXPERIENCE

Adjunct Lecturer, Department of English, The University of Texas at El Paso, (2009-2011)

Assistant Instructor, Department of English, The University of Texas at El Paso, (2004-2008)

- English 3359 Technical Communication, created technical writing course
- English 1312 Taught research techniques and persuasive writing
- English 1311 Taught basic composition through sound rhetorical foundations

Site Coordinator, West Texas Writing Project (2005-2008)

- Established an office
- Oversaw procedural policies
- Wrote a procedures handbook
- Coordinated events and workshops
- Handled all financial documents

Graduate Teaching Assistant, Department of History, The University of Texas at El Paso (1999-2001)

- History 2301 World History
 - Graded and edited student writing
 - Prepared PowerPoint lectures
 - Counseled and tutored students
- History 1301, 1302 U.S. History
 - Graded and edited student writing
 - Oversaw 2 other TA's
 - Counseled and tutored students

Internship: Archaeological Excavation of a 5th century Basilica, Tunisia, through Randolph-Macon Woman's College, Lynchburg, VA (Summer 1999)

Undergraduate Teaching Assistant, Western Cultural Heritage Program, The University of Texas at El Paso (1996-1998)

- Western Cultural Heritage 3301, 3302
 - Graded research papers and participation on the class website
 - Counseled and tutored students
 - Interacted with students on website about course theories and assignments
- Western Cultural Heritage 3303

- Counseled and tutored students
- Interacted with students on website about course theories and assignments

El Paso Times advertising representative, Salesman of the Year Award 1990

- Designed ads
- Wrote and edited ad copy
- Planned and implemented specialty sections
- Planned ad campaigns

Elementary classroom aide, Loreto Academy, El Paso (1976)

Correspondent and photographer for the Public Spirit and Fort Devens Sentry newspapers

Special education resource room aide, Fort Knox Independent School System (1974)

Substitute teacher, Fort Knox Independent School System (1972-1973)

PROFESSIONAL AFILIATIONS

NCTE (National Council of Teachers of English)

Rhetorical Society of America

National Writing Project – Teacher Consultant

American Associate of University Women

AWARDS, HONORS, AND SCHOLARSHIPS

Sun Bowl Special Recognition Award (2010-2012)

President of the Year for Student Organizations awarded by the Student Government Association (2000)

Phi Alpha Theta Member of the Year (2000)

Phi Alpha Theta Joint UTEP/NMSU Paper Conference, First Place (2000)

Krutilek Merit Memorial Scholarship, 2000

Phi Alpha Theta Joint UTEP/NMSU Paper Conference, Second Place (1999)

Woman of UTEP Award (1999)

Top Ten Senior, The University of Texas at El Paso (1998)

Woman of the Mines, The University of Texas at El Paso (1998)

Who's Who in American Colleges (1998)

Alpha Chi National Honor Society (1996-1998)

Cardinal Key National Honor Society (1997-1998)

Golden Key National Honor Society (1996-1998)

Mortar Board National Honor Society (1996-1998)

Phi Alpha Theta National History Honor Society (1998-2001)

Top Gun Award for Best Volunteer, Amigo Airsho (1993)

Sun Bowl Chalet Volunteer of the Year (1994)

Outstanding Young Woman Award (1983)

General Motors Scholarship to Purdue University (1965)

Outstanding Journalism Student Award, Arsenal Technical High School (1965)

Rotary Junior Achievement Scholarship (1965)

The Alumni Association Scholarship, Arsenal Technical High School (1965)

The Hansen Anderson Award, Arsenal Technical High School for ranked third a graduating class of 560 (1965)

References are available on request.