DATE: January 30, 2013

TO: City Clerk

FROM: Representative Carl L. Robinson

ADDRESS: 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE (915) 541-4400

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

Agenda for the Council Meeting of February 5, 2013

Item should read as follows: Re-Appointment of Andrew R. Haggerty to the Building and Standards Commission by Representative Carl L. Robinson, District 4

SPECIAL INSTRUCTIONS: Regular Member – Real Estate Broker

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: Representative Carl L. Robinson DISTRICT: 4

NAME OF APPOINTEE Andrew R. Haggerty
(Please verify correct spelling of name)

E-MAIL ADDRESS:

BUSINESS ADDRESS:

CITY: ST: ZIP: PHONE:

HOME ADDRESS:

CITY: El Paso ST: TX 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: Andrew R. Haggerty

EXPIRATION DATE OF INCUMBENT: 02/15/2013

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

DATE OF APPOINTMENT: 02/05/2013

TERM BEGINS ON : 02/16/2013

EXPIRATION DATE OF NEW APPOINTEE: 02/15/2015

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

Andrew R. Haggerty

Education:

New Mexico State University, Las Cruces, NM 2003
Bachelor of Business Administration
Major: General Business
Minor: Management

Texas Real Estate Commission
Brokers License
Instructor License

Work Experience:

Owner/Broker, Century 21 Haggerty Co., Realtor 2009-Present

Office Manager, Century 21 Haggerty Co., Realtor 2005-2008

Run day-to-day operations
Handle Human Resources
Interviewing
Training
Agent Mediation
Responsible for all finances

Escrow Officer, Sierra Title 1999-2005

Skills Summary:

Preparing policies
Accounting of all money and figures in a real estate transaction
Auditing county documents to ensure clear title
Contacting buyers and sellers
Working with mortgage bankers
Working with customers to sign closing package
Reviewing documents to return to the bank
Disbursing money escrowed for closing
Auditing finished packages to ensure correctness

Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Proficient with computers, software, operating systems, and day-to-day trouble shooting problems such as: printer issues, logon problems, internet connectivity issues.

Abilities:

Articulate oral and written expression
Perform well under stress
Propensity for deductive reasoning and the ability to organize, plan and prioritize work to meet goals and time lines

Keep up with latest rules and law change

Honors and Activities:

Delta Chi Fraternity
Wallace Hughston Masonic Lodge
El Maida Shrine
Association of the United States Army
National Association of Realtors
Texas Association of Realtors
Greater El Paso Association of Realtors
- Current member of the Board of Directors
- Member of Budget and Finance Committee
- Member of Government Affairs Committee
- Member of Education Committee

References: Letters of recommendation available upon request