

DATE: 01/27/2009

TO: City Clerk

FROM: Representative Emma Acosta, District 3

ADDRESS 2 Civic Center Plaza, 10<sup>th</sup> Floor

TELEPHONE 915-541-4515

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

Agenda for the Council Meeting of February 10, 2009

Item should read as follows: Re-Appointment of Luis Ruiz to the History Museum Advisory Board by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: History Museum Advisory Board

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Luis Ruiz

(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Luis Ruiz

EXPIRATION DATE OF INCUMBENT: 01/23/2009

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

DATE OF APPOINTMENT: 02/10/2009

EXPIRATION DATE OF NEW APPOINTEE: 01/23/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM:

2<sup>nd</sup> TERM:

UNEXPIRED TERM:

# Luis M. Ruiz

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- Work Qualities** Very strong work ethic and the ability to work well within a team environment. Highly engaged, motivated, requiring little direction, and capable of working on own initiative. Proficient in computers in particular Microsoft Word, Power Point, Outlook. Knowledgeable in Excel, Access, data-entry, and spreadsheets. Able to type 35 WPM and dictation.
- Languages** Bilingual: English and Spanish – speak, read, and write.
- Work Experience**
- 01-08/Present Tatitlik Management Inc.  
El Paso, TX  
**OPFOR (OPPOSING FORCES)**  
Training all U.S military branches in tactical warfare and counter-terrorism
- 10-06/11-07, 05-97/08-97 City of El Paso- Parks and Recreation- Aquatics  
Veterans Pool, Nations Tobin Pool  
El Paso, TX  
**Swim Coach/Lifeguard**  
To teach children the basic fundamentals of competitive swimming on a high level, by providing optimal training in the water and on land. Also providing discipline, motivation, and teamwork skills for all children at different age levels. To maintain a safe work environment by providing first-aid to patrons in need.
- 05-05/09-05, 05-06/09-06 County of El Paso- Parks and Recreation  
Gallegos Pool, Ascarate Pool  
EL Paso, TX  
**Pool Manager/Lifeguard**  
To maintain a clean and workable facility for patrons and staff, also to make work schedules for all guards and instructors.
- 10-02/04-03 State of Texas- House of Representatives  
El Paso, TX  
**Administrative Assistant**  
Maintain office running on day to day operations. Handling all types of administrative duties including filtering mail, answering phones calls, creating data-bases, and data-entry. Also setting up meetings and conferences with constituents and elected official that are on the local, county, and state level.
- Education**
- 08-96/05-00 – Parkland High School – El Paso, TX – Diploma  
Cross-Country, Wrestling, Swimming, Track, Journalism, Broadcast Journalism, and Yearbook staff.
- 12-01/09-02 – Western Technical College – El Paso, TX – COCMA/CMA
- 01-03/06-04 – El Paso Community College – El Paso, TX – (Major: Kinesiology)  
Speech and Debate team.
- Clubs and Organizations**
- 2006- Present- El Paso County Democratic Party- Precinct Chair #55 / Legislative Committee  
2005- Present- Camino Real Mexican American Democrats- Vice Chair- Youth Development  
2006- Present- El Paso Young Democrats- Vice Chair- Community Services
- Volunteer experience** Volunteer coach at Parkland Elementary grades 1<sup>st</sup> thru 5<sup>th</sup> from 10-99 to 04-00. Volunteered in several political campaigns from governor races to local water district races. Volunteered in building the very first skate park at the N.E YMCA in 1999.
- References** Upon request