

DATE: 2-18-09

TO: City Clerk

FROM: Representative Beto O'Rourke

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

TELEPHONE 915-541-4123

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

Agenda for the Council Meeting of February 24, 2009

Appointment of Gracia M. Sandoval to the Ethics Review Commission as requested by

Item should read as follows: Representative Beto O'Rourke, District 8.

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

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

NAME OF BOARD/COMMITTEE/COMMISSION: ETHICS REVIEW COMMISSION

NOMINATED BY: Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Gracia M. Sandoval

(Please verify correct spelling of name)

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

CITY: El Paso

ST: TX

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

CITY: El Paso

ST: TX

ZIP: 79912

PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT:

Isela Pena

EXPIRATION DATE OF INCUMBENT:

02-20-2009

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

TERM EXPIRED: X

RESIGNED \_\_\_\_\_

REMOVED \_\_\_\_\_

DATE OF APPOINTMENT:

02-24-2009

EXPIRATION DATE OF NEW APPOINTEE:

02-20-2011

PLEASE CHECK ONE OF THE FOLLOWING:

1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

## Gracia M. Sandoval

Seeking a seat on the Ethics Review Committee where I may apply my experience, education and skills to provide quality service on behalf of the El Paso Municipality.

### EDUCATION:

**The University of Texas at El Paso, Master in Public Administration, M.P.A.** May 8, 2004, GPA 3.48  
*Studies focus on program management and administration, policy analysis and research methods*

**The University of Texas at El Paso, Bachelor of Arts in Spanish, B.A.** May 1999, GPA 3.3  
*Studies focus on cultural history and political movements through literary analysis*

### PROFESSIONAL EXPERIENCE:

#### **Allegiance Staffing Company, Administrative Assistant**

6065 Montana Ave, El Paso, TX 79925

Aug 2007 to Oct 2008

Contact: Patsy Goodwin - Main Office, Tel: 915-779-5900

Assignment: Thomason Hospital Administration

4815 Alameda Ave, El Paso, TX 79905

- Screen phone calls, take messages, make copies and labels, file, run errands and process signed documents.
- Help Executive Assistant to organize and confirm CEOs calendar and update contacts as necessary.
- Prepare Administrative Team Agenda weekly.

Assignment: Helen of Troy Distribution Center, Finance Department

1 Helen of Troy Plaza, El Paso, TX 79912

- Tracked and recorded daily currency rates & credit card expenditures.
- Facilitated wire payments and money transfers to factories and other accounts for Analyst.
- Made out and verified deposits: In-house, Personal shipments, Freight, Cafeteria and Employee Sales for Treasury Office.
- Assisted with Financial Report binders for distribution.

#### **Wal-Mart, Assistant Manager**

4500 N. Main, Roswell, NM 88201

Jan 2006 to May 2007, 50 hours per week

Human Resources Office, Tel: 505-623-2062

Reason for leaving: Health issue became a problem – plantar fasciitis.

- Delegated duties to be completed and ensured product presentation throughout the store on a daily basis.
- Directed Department Managers and Associates on freight to be featured on the sales floor.
- Ensured attendance and accountability policies, and ensured compliance with Federal and State laws.
- Informed Department Managers and Associates on Company updates.

#### **Allegiance Staffing Company, Administrative Assistant**

6065 Montana Ave, El Paso, TX 79925

Oct 2005 to Jan 2006, 40 hours per week

Helen of Troy Distribution Center

1 Helen of Troy Plaza, El Paso, TX 79912

Reason for leaving: Employment in Management.

- Tracked requisitions, purchase orders, and invoices.
- Tracked and filed Agency Reports, Engineering Change Notices, etc. and faxed proper documentation overseas.
- Ensured Engineering Project Status Meetings were well documented and ensured updates were sent to the proper contacts.

#### **El Paso Independent School District, Teacher Substitute**

6531 Boeing, El Paso, TX 79925

Sep 2005 – Oct 2005, 20 hours per week

Staff Development Tel: 915-587-1100

Reason for leaving: Not getting enough hours

- Supervised and assisted students on various subjects and assignments as per the teacher prescribed lesson plans.
- Informed teachers of material covered and any deviations from lesson plan whenever impromptu lessons were administered.
- Familiarized with attendance and discipline procedures, lunch schedules, and campus emergency procedures.

**Sylvan Learning Center, Administrative Assistant**

5811 N. Mesa, El Paso, TX 79912

Jan 2005 to May 2005, 25 hours per week

Supervisor: Mrs. Ianne Rydholm, Executive Director, Tel. 915-587-7323

Reason for leaving: Found employment with better pay.

- Screened calls and appointments, faxed all payroll information to local contact, and reported new hires.
- Processed, managed and maintained staff and student files using Symplicity software.
- Ensured that all marketing supplies and supplements were well stocked, organized and available.
- Mailed marketing supplements, letters and notices to present and prospective parents and teachers
- Kept balance of petty cash fund, and performed all the same duties at second center on other side of town on a regular basis

**Rio Grande Council of Governments - Regional Services Administration, Volunteer**

1100 N. Stanton, 6<sup>th</sup> floor, El Paso, TX 79902

Sep 2004 to Dec 2004, 5 to 10 hours per week

Supervisor: Annette Gutierrez, Regional Department Director, Tel. 915-532-0998

Reason for leaving: Found temporary employment with pay.

- GIS (Geographic Information System) assistance
- Assisted in 9-1-1 program through inputting configurations on Excel and Access
- Assistance to Regional Planner with GIS mapping

**Department of Homeland Security - Customs and Border Protection,  
Graduate Student Temporary Employment Program, 0303/GS-04**

El Paso Field Office, Mission Support Office

9400 Viscount, Suite #100, El Paso, TX 79925

Aug 2003 - May 2004, 35 hours per week

Supervisor: Ms. Angenette Blackman, Human Resources, Tel. 915-633-7300

Reason for leaving: Graduate studies ended.

- Screened visitors, referred calls, sorted mail and made appointments
- Prepared documents for medical compensation and benefits according to Specialist's specifications
- Created appointment manual for scheduling meetings in the building, updated regional personnel files, attended department meetings, and interpreted from English to Spanish.
- Assisted Department Specialists (order procurement and tracking, distribution of supplies, and revising/organizing documents).

**University of Texas at El Paso Center for Civic Engagement, Graduate Student Program Advisor**

500 W. University Ave., El Paso, TX 79968

May 2003 - Aug 2003, 30 hours per year

Supervisor: Ms. Carla Cardoza Tel: 747-5000

Reason for leaving: Offered another Internship

- Participated in department advisory meetings as well as Healthy Communities and Youth Partnership meetings.
- Provided senior members recommendations and critiques for improvement on delivery of presentations.
- Utilized SPSS for qualitative/quantitative statistical compilations for evaluation of training sessions and program development.

**City of El Paso Economic Development Department, Graduate Student Intern**

Two Civic Center Plaza, 1st floor, El Paso, TX 79901

Dec 2001 to Dec 2002, 40 hours per week

Supervisor: Bobby Franco, Department Director, Tel. 915-541-4001

Reason for leaving: Contract ended.

- Participated in the El Paso Mortgage Revenue Bond Program for First Time Homebuyers by interpreting policies for prospective homebuyers, conducted data compilation and analysis of prospective homebuyer segment, and communicated with Mayor's Executive Assistant.
- Participated in the Texas Enterprise Zone Program through the preparation of census maps according to Analyst's specifications, and retrieved City of El Paso Workforce data.
- Assisted in the review and implementation of Revolving Loan Fund contracts between small business owners and the City through communication with banking entities and County personnel. Also coordinated meetings between applicants, notary and Economic Development Department Analysts.
- Assisted in the Brownfields Land Management Program quarterly reports, land ownership data collection, and task force meeting assistance.
- Proposed administrative procedures for the task of updating EDD website.

**Project Amistad - LULAC (League of United Latin American Citizens), Administrative Assistant/ Administrative Secretary**  
310 N. Mesa, El Paso, TX 79901

Mar 2001 - Dec 2001, 40 hours per week

Supervisor: Mr. Rumaldo Torres, Interim Director, Tel. 915-532-3415

Reason for leaving: Graduate studies began

- Budget: Approximately \$2 million, with approximately twenty-five employees
- General management of accounts payables, accounts receivables, end of month billings and drew checks for program invoices.
- General management of department contract files, employee records, child support payments and documentation.
- Supervised employee and volunteer conformance to ethical behavior, tracked work hours, tardies and absences, and verified payroll.
- Communicated with Board Chair for coordination of Board of Director meetings, set up information packets, minutes, and verified compliance to by-laws.

#### **SUMMARY**

I have experience in general management and administration. During my internship at the Economic Development Department in the City of El Paso in 2002, I participated in several programs managed by the municipality. These programs were: the El Paso Mortgage Revenue Bond for First Time Homebuyers, the Texas State Enterprise Zone, the Revolving Loan Fund, and the Brownfields Land Management Program. My most involved work there was with the former program. I was also employed at Project Amistad in 2001, where it was possible to gain administrative experience as the sole employee unofficially charged by the Interim Director with keeping the organization running through general financial management and employee supervision. My most important responsibilities there were to track accounts receivables and accounts payables for each department, and to ensure that every board of director meeting was well coordinated. My last professional position was with Wal-Mart, where I gained additional supervisory and managerial skills.

#### **MEMBERSHIPS:**

**Coronado Neighborhood Association,**  
**Since 2005**

<http://www.coronadona.org/>

**Animal Shelter Advisory Committee, since July 2008**

#### **SKILLS AND KNOWLEDGE:**

- As Intern for City's Economic Development Department, I received mayoral letter of commendation for participation on City Bond for First Time Home Buyer's Program. Retrieved data for dissemination to clients and City website.
- As volunteer for the Rio Grande Council Of Governments, I was able to develop a working knowledge of GIS and Access programs.
- At the UTEP Center for Civic Engagement, I organized data into units of measurement (variables) using SPSS in order to produce statistical information for review of program management and for later grant renewal.
- At Lulac Project Amistad, I focused on business administration, leadership, communication and collaborative skills.
- As member of the Coronado Neighborhood Association, I practiced leadership and collaborative skills through participation in the Plan Development Committee in 2004.
- At Wal-Mart, I practiced leadership and supervisory skills, and participated in operational and merchandising proficiencies.

#### **OTHER ACCOMPLISHMENTS and WORKSHOPS:**

- Neighborhood Leadership Academy, 2008
- Border Health Research Statistics Workshop, 2005
- Texas Area Planners Association Workshop, 2005
- Member of the Coronado Neighborhood Association, since 2004
- Recognized by City Mayor for assistance on housing program with a letter of appreciation, 2002
- Member of the Rio Grande Economics Association 2002-2003
- Attended the 2nd Annual U.S. Census Bureau Data Retrieval Workshop, 2002
- Attended grant writing training seminar for Nonprofit and Government Organizations, 2001 & 2002
- Attended Employee Management Training seminar, 2001
- Fluent in English and Spanish
- Wide range of skills and experience in leadership and group collaboration
- Proficient research skills, public speaking, presentations, decision-making skills
- Working knowledge of Word and Works, Excel, PowerPoint, FrontPage, Access and internet communication