

DATE: 02/20/2013

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 February 26, 2013

Item should read as follows: Appointment of Roman Hernandez to the Building and Standards Commission as a Regular Member by Representative Steve Ortega, District 7. Category: Real Estate Appraiser

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Roman Hernandez
(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: William C. Helm

EXPIRATION DATE OF INCUMBENT: 02/15/2013

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

DATE OF APPOINTMENT: 02/26/2013

TERM BEGINS ON : 02/16/2013

EXPIRATION DATE OF NEW APPOINTEE: 02/15/2015

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

ROMAN HERNANDEZ

Career Objective	Dynamic, high-performance individual seeking a full time or part time position with advancement opportunities.	
Education	Bachelor's of Criminal Justice <i>Park University</i> El Paso, TX	1999 - 2007
	Masters Degree in Business <i>Park University</i> El Paso, TX	2007 - Present
Profile	<ul style="list-style-type: none">• Multi-million dollar producer with 5+ years of experience in sales management.• Licensed Real Estate Agent in the state of Texas.• Excel in public relations, marketing, managing, and human resources.	
Work Experience	Realtor <i>Exit Realty, The Advantage</i> El Paso, TX	2005 - Present
	<ul style="list-style-type: none">• Recruited, interviewed, hired, and trained realtors.• Developed goals and objectives.• Monitored and maintained a monthly budget.• Helped 100+ people manage their finances in selling, buying, and/or investing.• Attended numerous sales and management related training courses, seminars and workshops.	
	Student Intern <i>Justice of The Peace, Precinct 7, Judge Bruce King</i> Vinton, TX	2007 - August
	<ul style="list-style-type: none">• Administered court as County Clerk for both Criminal and Juvenile Court.• Inspected and recorded all incoming warrants and evictions for the courthouse and constable.	
	Substitute Teacher <i>Ysleta Independent School District</i> El Paso, TX	2002 - Present
	<ul style="list-style-type: none">• Conducted classes from Kindergarten to High School.• Performed daily duties as a teacher in which I provided an informed class.	
	Sales Executive, Manager <i>Curb Appeal Landscaping</i> El Paso, TX	2003 - 2005
	<ul style="list-style-type: none">• Assembled and sold landscape jobs.• Motivated and managed a crew of six workers.	

- Oversaw job sites from start to finish.
- Provided a work schedule, billing schedule, and achieved monthly quotas.
- Displayed great customer relationship skills with both clients and consumers.

Caseworker 2000 - 2003
Big Brothers, Big Sisters of El Paso
 El Paso, TX

- Coordinated 20 to 35 files a month.
- Assigned and assembled volunteers to children on a monthly basis.
- Identified, implemented, and improved any problems in the community base program.
- Accurately made decisions on which volunteer was best for a child or if they were not suitable for the program.

Highlights of Qualifications

- Detail oriented, accurate, and organized.
- Excellent communication and managing skills.
- Solution-oriented selling.
- Bilingual in English and Spanish.
- Good analytical skills.
- Computer knowledgeable: Microsoft Office, Cost Works, 55 wpu.
- Highly motivated, responsible, fast learner, dedicated and hard working.
- Telephone etiquette.

Activities 2000 - Present
 Big Brothers, Big Sister of El Paso Volunteer
 March of Dimes Volunteer 2001 - Present

References Available upon request