

DATE: February 21, 2008

TO: City Clerk

FROM: City Representative Susie Byrd

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 915-541-4996

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

Agenda for the Council Meeting of March 4, 2008

Item should read as follows: Appointment of Dr. Laura Gallegos to the Cultural Affairs Advisory Board.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Cultural Affairs Advisory Board

NOMINATED BY: City Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE Dr. Laura Gallegos
(Please verify correct spelling of name)

BUSINESS ADDRESS: N/A

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

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

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

NAME OF INCUMBENT: N/A

EXPIRATION DATE OF INCUMBENT: 03/07/2008

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

DATE OF APPOINTMENT: 03/04/2008

EXPIRATION DATE OF NEW APPOINTEE: 03/04/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM: _____

UNEXPIRED TERM: _____

Laura E. Gallegos, Ed.D.

CITY CLERK DEPT.

08 FEB 21 PM 4:13

Education

Doctorate in Educational Management and Development. New Mexico State University. Las Cruces, New Mexico. (2004-2007)

M.S. in Education-Foundations and Research. Cognate in Communications. University of North Dakota. Grand Forks, North Dakota. (1997-1998)

B.A. in Communications. Minor in Spanish. DePaul University, Chicago, Illinois. (1989-1993)

Relevant Experience

Aug 05 – May 06

Freelance Writer, El Paso Collaborative for Academic Excellence, El Paso, Texas. Duties: Wrote and produced organization's monthly newsletter. Work included public relations support.

Jan 03 – Aug 03

Special Assistant to the Superintendent, Denver Public Schools, Denver, Colorado. Duties: Served as the superintendent's liaison to city and state governmental offices and community organizations as well as the public. Supervised the administration and office management of the superintendent's office including technical staff. Managed a budget of a half million dollars. Corresponded with district employees and members of the community through written and oral communication on the superintendent's behalf. Other projects supervised included the development of the school calendar, administration of scholarship money, and coordination of Board of Education meetings.

Apr 01 – Jan 03

Assistant Director of Public Information, Denver Public Schools, Denver, Colorado. Duties: Managed internal and external communications regarding district-wide issues through various mediums including publications (i.e. parent guides, annual reports, and monthly newsletters), video, cd-rom, and the web. Advised the Superintendent, Cabinet members, Board of Education, and school-based personnel on communication issues and crisis management. Served as the district spokesperson for English and Spanish media.

1998-2001

Weekend Morning Anchor/News Reporter, KMGH-TV (ABC affiliate), Denver, Colorado. Duties: anchored weekend morning show that included news writing, research, live and pre-recorded reporting, public presentations, and newsgathering.

- 1996-1998 **Weekend Anchor/News Reporter, Producer/Host of community issues program. 1998 National Edward R. Murrow award-winning station, WDAZ-TV (ABC affiliate): Grand Forks, North Dakota.** Duties: produced newscasts that included live and pre-recorded reporting, public presentations, and video editing. Supervised the assignments desk personnel.
- 1994-1996 **News Reporter, KTSM-TV (NBC affiliate): El Paso, Texas.** Duties: produced live and pre-recorded newscasts including anchoring, video editing, and promotional writing tasks.
- 1995 **Part-time Faculty, El Paso Community College** – Duties: prepared curriculum and class lectures for English as a Second Language class for a summer session.
- 1993-1994 **News Reporter, KDBC-TV (CBS Affiliate): El Paso, Texas.** Duties: produced live and pre-recorded news reports including video editing.
- 1993 **Corporate Affairs Reporter, Leo Burnett Company, Inc.: Chicago, Illinois.** Duties: wrote/designed company newsletter (distributed to 55 offices in 49 countries).
- 1992 **Associate Producer, "Teenage" talk show - Continental Cablevision: Elmhurst, Illinois.** Duties: researched and produced television shows focusing on current teen issues.
- 1991 **Public Relations Intern, Stevens & Knott Public Relations Firm: Chicago, Illinois.** Duties: wrote news releases.

Other Experiences

- Voice for radio spots: National Stroke Association, El Paso Community Foundation, and West Texas Food Bank in English and Spanish.
- Freelance Writer: El Paso Inside & Out Magazine story on preschool options for parents.
- Mistress of Ceremonies for various organization events: National Association of Bilingual Educators, Colorado Hispanic Bar Association, and the Colorado Hispanic Engineers Association.
- Mexican American Legal Defense Education Fund (MALDEF) Leadership Institute Graduate

Special Skills Bilingual/bi-literate in English and Spanish