

DATE: 03/10/2009

TO: City Clerk

FROM: Representative Eddie Holguin, Jr.

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4182

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

Agenda for the Council Meeting of March 10, 2009

Item should read as follows: Re-appointment of Ivan Ramirez to the Committee Border Relations by Representative Eddie Holguin Jr. District 6.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Committee on Border Relations

NOMINATED BY: Representative Eddie Holguin, Jr. DISTRICT: 6

NAME OF APPOINTEE Ivan Ramirez
(Please verify correct spelling of name)

BUSINESS ADDRESS: 7130 Gateway East

CITY: El Paso ST: TX ZIP: 79925 PHONE: 915-778-9230

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79936 PHONE: _____

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

NAME OF INCUMBENT: Ivan Ramirez

EXPIRATION DATE OF INCUMBENT: 02/28/2009

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

DATE OF APPOINTMENT: 03/10/2009

EXPIRATION DATE OF NEW APPOINTEE: 02/28/2011

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

Ivan Ramirez

- Objective** To obtain a position with a committee in which I can use my education and experience to help in the advancement of the City of El Paso.
- Experience**
- 2002-Present New Deal Furniture, Inc. El Paso, TX
Assistant Sales Manager / Network Manager
- Help manage a multimillion dollar enterprise
 - Assist in managing a team of 24 sales representative
 - Help oversee all company employees and that their tasks are accomplished
 - Assist staff in day to day issues with customers and products
 - Manage a network of 30 computers on two servers
 - Automated reports that were previously done by hand
 - Create and update financial information reports
 - Create programs to integrate reports from an IBM AS400 system into a Windows based PC
 - Design photo slides for the only color LED billboard in El Paso
 - Tentatively in the process of launching website to be completed June 2006
- 1998–2002 New Deal Furniture, Inc. El Paso, TX
Administrative Assistant
- Created various computer programs to speed up productivity.
 - Created various computer programs to keep record of productivity.
 - Worked directly with finance companies to solve finance issues
 - Responsible for office personnel
 - Responsible for cashier cash drawers and store vault
- Education**
- 1998 - Present University of Texas at El Paso El Paso, TX
Bachelors of Science in Electrical Engineering **3.52/4.00**
Graduation Date May 2005
- Electromagnetic Fields Option
 - Option Courses – Electromagnetic Fields (EMF I), Antenna Engineering, Electromagnetic Transmission and Radiation (EMF II), Microwave Communication Engineering and Communication Systems
- Extracurricular Activities**
- Member Tau Beta Pi
- Elected Vice-President for 2002-2003
 - Organized Volunteers for Career Expo 2002-2003
 - Organized District Conference in which 9 other schools attended

Charter Member of the Electrical and Computer Engineering Department
Student Advisory Board

- Make suggestions to faculty on how to improve department
- Serve as liaison between students and faculty

Member Eta Kappa Nu

Awards Received

Mexican American Engineers and Scientists Scholarship 1998

Helen O'Shea Kelleher Memorial Fund Presidential Scholarship 1998-2002

Dean's List Fall 00' – Spring 02'

**Program
Knowledge**

Microsoft Excel
Microsoft Office
Microsoft Power Point
Microsoft Access
Microsoft FrontPage
Microsoft Outlook
Adobe Photoshop
Adobe Premier
Html coding
Microsoft Visual Basic
Microsoft Publisher
Microsoft Windows Server
Microsoft Windows XP
IBM AS400 server and applications

References

Upon Request