

DATE: March 7, 2008

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS Two Civic Center Plaza, El Paso, TX 79901 TELEPHONE 541-4124

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

Agenda for the Council Meeting of March 18, 2008

Re-appointment of Cesar Martinez to the Art Museum Advisory Board by Representative Steve

Item should read as follows: Ortega, District 7.

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Cesar Martinez
(Please verify correct spelling of name)

BUSINESS ADDRESS: 2205 N. Kansas

CITY: El Paso ST: TX ZIP: 79902 PHONE: 422-0848

HOME ADDRESS: _____

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

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

NAME OF INCUMBENT: Cesar Martinez

EXPIRATION DATE OF INCUMBENT: 04/25/2008

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

DATE OF APPOINTMENT: 03/18/2008

EXPIRATION DATE OF NEW APPOINTEE: 04/25/2010

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

2nd TERM: X

UNEXPIRED TERM: _____

Cesar Martinez

TECHNICAL SKILLS

- Microsoft Office Suite: Word, Excel, Access, PowerPoint, Outlook
- Website administration for public websites and intranets, HTML editor
- Proficient in both PC and Mac environments

WORK EXPERIENCE

El Paso Counts 2006
521 Texas Ave., El Paso, TX 79901

Outreach and Development

- Coordinating outreach efforts to increase membership rolls and participation in El Paso Counts objective to improve voter turnout in our community.
- Established an El Paso Voters Coalition with related agencies ensuring voter rights and better outreach and education.
- Implementing an intern program dedicated to outreach field work and policy affecting voter turnout in our region

Border Book Festival Cultural Center of Mesilla 2005
430 La Colonia, Las Cruces, NM 88005

Operations Manager

- Managed sales and customer service at the center developing revenue for the non-profit organization that host annual book festival in Las Cruces
- Coordinated volunteer participation at the center ensuring low cost assistance for events and maintenance of center
- Developed Calendar of events planning that included artist workshops and author readings for the Fall schedule
- Maintained product Inventory and 1st edition titles sales

Stanton Street Technology Group 2002-2004
303 Texas Ave, 3rd Fl. El Paso, Texas 79901

Client Services Coordinator

- Maintained regular communications and meetings with all current clients
- Developed reports and project plans to deliver results to clients
- Worked with Account Executive to develop new sales opportunities with existing clients

Account Executive

- Developed and planned website strategies and design for new clients
- Responsible for prospecting, qualifying potential new clients, and maintaining associated sales forecast reports for management
- Assisted and supported co-workers with sales proposal development and opportunity strategies
- Coordinated meetings and sales opportunities with lead sales and President of company

Entravision Communications
5426 N. Mesa, El Paso Texas 79912

2001-2002

Account Executive KINT 93.9 Spanish language station

- Achieved 100% sales goals in 2nd, 3rd quarters, and over 80% in 4th quarter
- Managed 20-30 client accounts, including automotive, home, medical, food industry, and retail services customers
- Wrote, produced and provided voice over for client base commercials
- Participated and completed various training and development seminar

Barnes & Nobles Booksellers
750 Sunland Park El Paso, Texas 79912

2000-2001

Shipping and Receiving

- Maintained book inventory for entire store

New Mexico State University
P.O. BOX 30001, Las Cruces, New Mexico 88003-8001

1998-2000

Williams Art Gallery, 1998-1999

- Education department work coordinating scheduling and tours of museum exhibits

Kent Hall Museum, 1999

- Assistant museum curator cataloging and maintaining Native American artifacts in museum custody.

El Paso Museum of Art

1996-1998

Resume of Cesar Martinez

March 2006

One Arts Festival Plaza, El Paso, Texas 79901

Internship

- Developed museum educational department tour packet and activity material
- Gave guided tours of museum exhibits to visiting groups of students
- Participated in an eight-week course given by the museum to train docents on topics of art and its relevance to the local collection at the El Paso Museum of Art.

EDUCATION

New Mexico State University, Las Cruces New Mexico

- Art History, 2000
- Concentration: Pre-Columbian Art and Architecture, Contemporary studies in Art, and Western Architecture, museum studies, and gallery management