

DATE: April 13, 2005

TO: City Clerk

FROM: Representative Paul J. Escobar

ADDRESS Two Civic Center Plaza, El Paso, TX 79901 TELEPHONE 541-4182

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

Agenda for the Council Meeting of April 19, 2005 – Board Appointment

Item should read as follows: Blanca Dominguez to the Charitable Solicitations Commission by Representative Paul J. Escobar, District #6.

SPECIAL INSTRUCTIONS: To serve the unexpired term of Herminia Contreras

Item No. _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Charitable Solicitations Commission

NOMINATED BY: Representative Paul J. Escobar DISTRICT: # 6

NAME OF APPOINTEE Blanca Dominguez
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

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

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

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

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: 10/05

EXPIRATION DATE OF NEW APPOINTEE: 10/05

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

Blanca Dominguez

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Objective

A business professional with increasingly responsible positions, who utilizes excellent communication and leadership skills to gain respect and confidence of clients, co-workers and members of organizations and businesses.

Education

Graduate, 1969, Bel Air high School, El Paso, Texas.
Attended El Paso Community College and University of Texas at El Paso.
Business, Legal and Liberal Arts courses.

Work Experience

June 2004-
Present

COMMUNITY SERVICES ADMINISTRATIVE SECRETARY
Responsible for performing various duties. Handle confidential documents and assures confidentiality of sensitive information pertaining to authority's operations. Processes required forms: i.e. Purchase requisitions, maintenance stock requisitions, e-requisitions, check requests, etc. Collects/processes time cards and issues pay checks. Compiles and enters data into computer. Assists temporary and part-time employees.

January 1987-
Present

**SELF-EMPLOYED, BOOKKEEPER / NOTARY PUBLIC /
TAX PRACTITIONER / INSURANCE AGENT**

Performs income tax services, administers documents and various other legal and financial services. Independent Insurance Agent with a Group I license, Limited Lines license and Notary Public license.

January 2002-
July 2003

CONSULTANT
Garrison, LLC.
11901 Pasco Bonito Way, El Paso, TX 79936

Consultant for Quality Assurance. Reviewed clients records to assure that the client was receiving the best services the company could offer. If services were unsatisfying, suggestions were noted and clients were re-evaluated. This is a non-profit corporation and is funded by grants. Funding was cut and in the process quality assurance position was also cut.

February 2001-
June 2002

PUBLIC RELATIONS REPRESENTATIVE
Salyco Records, 1609 Texas Ave. El Paso, TX 79902

Presented promotional contracts of musicians to local clubs, promoted the recording studio, executed proposals for funding of recording studio.