

DATE: April 29, 2009

TO: City Clerk

FROM: Representative Melina Castro

ADDRESS 2 Civic Center Plaza, 10<sup>th</sup> Floor

TELEPHONE 915-541-4400

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

Agenda for the Council Meeting of May 5, 2009

Item should read as follows: Appointment of Claudia Ivette Acuna to the Complete Count Committee by Representative Melina Castro, District 4.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Complete Count Committee

NOMINATED BY: Representative Melina Castro DISTRICT: 4

NAME OF APPOINTEE Claudia Ivette Acuna  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX 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: New Committee

EXPIRATION DATE OF INCUMBENT: n/a

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

DATE OF APPOINTMENT: 05/05/2009

EXPIRATION DATE OF NEW APPOINTEE: Committee shall cease its function on 12/31/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

APPLICATION  
FOR  
BOARDS AND COMMISSIONS  
CITY OF EL PASO

Name Claudia Ivette Acuña District 4 - Northeast

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Length of Residency in the City of El Paso 20 yrs Date of Birth \_\_\_\_\_

Educational Background BS in Biology and AS in Applied Electronics

Employment Background Clinical Research (7 yrs) and Military- Electronics Technician (4 yrs)

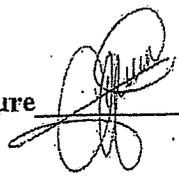
Volunteerism, Organizations, Community Service, Special Qualifications My job required much traveling all over the nation, so I have visited many of our large and small airports throughout the US.

References (Name and Phone Number): Melina Castro

Nati Guerrero

Commissions and Boards in which you are particularly interested Airport Board

Signature \_\_\_\_\_



Date 08 APR 2009

## Claudia Ivette Acuña, BS

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- Experience**
- Sr Clinical Research Associate, Sr Lead (Home-Based)** Health Decisions, Inc., NC
- Sep 2007 – Mar 2009
- Monitor study sites in accordance with ICH guidelines on Good Clinical Practices in order to ensure protocol compliance and validity of study data. Assist in site selection process via pre-study site visits, conduct site initiation visits and train investigational sites on study protocol and operations. Provide technical input for development of study specific source worksheets and Case Report Forms. Conduct interim monitoring and site close-out visits, ensure proper execution of the Informed Consent procedures at the study site, perform drug accountability, track and review regulatory documents, source documents and verify CRF data. Confirm proper documentation of adverse events and reporting of serious adverse events. Write data queries, manage site data submissions and query resolution. Update and maintain study websites. Train and manage clinical team and provide performance evaluations. Train and sign-off new clinical research associates.
- Nov 2005 – Aug 2007
- Clinical Research Associate** PPD, Inc., NC
- Perform routine on-site and in-house site assignments for clinical research activities. Use Critical thinking skills to monitor sites' compliance with study, sponsor, organizational, and government guidelines. Collect, document, update, and report study information according to established procedures and timelines. Follow-up, resolve, and report on issues identified during study, monitoring and assessment activities. Oversee and review routine site activities for clinical trials research through monitoring activities, including on-site visits and/or in house assignments including telephone/email contact according to trial specific monitoring plan to assess protocol, regulatory, and SOP compliance. Serve as a resource for site personnel and the project team. Identify potential investigators in collaboration with the Client Company to ensure the acceptability of qualified investigative sites. Contribute to the project team by mentoring and training new members, assisting in preparation of project tools, and sharing ideas/suggestions with team members. Maintain and complete expense reports in a timely manner.
- Jun 2004 – Sep 2005
- Clinical Research Associate** Infinite Clinical Research, Mexico
- Perform routine on-site and in-house site assignments for clinical research activities. Use Critical thinking skills to monitor sites' compliance with study, sponsor, organizational, and government guidelines. Collect, document, update, and report study information according to established procedures and timelines. Follow-up, resolve, and report on issues identified during study, monitoring and assessment activities. Oversee and review routine site activities for clinical trials research through monitoring activities, including on-site visits and/or in house assignments including telephone/email contact according to trial specific monitoring plan to assess protocol, regulatory, and SOP compliance. Attend monitor training courses in México City and assist training personnel. Perform protocol regulatory submissions under ICH-GCP and local guidelines. Assist in marketing strategy plans. Attend and assist at GCP training courses in Mexico City. Assist in the protocol and CRF design. Assist in creating recruitment tools and investigator questionnaires. Attend the presentation to the Client Company for the bidding of the project.

Apr 2002 – May 2004	<b>Intern/Research Associate/Coordinator</b>	Henry M. Jackson Foundation, TX
	Survey research patients through telephone calls to record patient progress results. Schedule and prepare patients for various tests and procedures. Maintain patient research files. Design and collect data base research elements. Maintain data entries. Assist PI with various tests and procedures. Ensure satisfactory progress and completion of the clinical trial site, initiation, tracking, and resolve problems/issues work with others on the team to assure comprehensive, efficient, and timely management of projects.	
Oct 2003 – May 2004	<b>Student Research Assistant</b>	University of Texas in San Antonio
	Maintain patient research files. Assist in Diabetes-Glucose Tolerance research.	
Oct 2002 – Oct 2003	<b>Study Coordinator</b>	Dr Stephen Miller at University Medical Towers, TX
	Perform blood sample collections (venipuncture). Administer study medication. Consent and schedule patients. Maintain patient research files and CRF's. Perform any needed protocol preparations - specimen collections (clippings and scrapings) and take pictures. Assist PI with various tests and procedures. Ensure satisfactory progress and completion of the clinical trial site, initiation, tracking, and resolve problems/issues work with others on the team to assure comprehensive, efficient, and timely management of projects.	
Oct 2002 – Dec 2002	<b>Phlebotomist</b>	Audie Murphy Veterans Hospital, TX
	Perform blood sample collections (venipuncture).	
Aug 1999 – May 2004	<b>Student</b>	University of Texas at El Paso, TX
	Held several part-time jobs at church and shopping malls to cover living expenses. Active member of church and volunteered as youth mentor and assistant of the young adults minister.	
Aug 1995 – Aug 1999	<b>United States Air Force Senior Airman</b>	USA
	Specialist on telemetry equipment of fighter jets. Designed, manufactured, installed, maintained, and trouble shooted prototype weapons systems for the F-22, F-15, F-16 and C-130 aircraft.	

## Education

2004	University of Texas in San Antonio	Bachelor of Science in Biology
1999	Community College of the Air Force	Associates in Applied Electronics