DATE: July 1, 2010

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS 2 Civic Center Plaza, El Paso, TX TELEPHONE (915)541-4572

Please place the following item on the (Check one): CONSENT XX REGULAR ____

Agenda for the Council Meeting of July 13, 2010

Item should read as follows: Appointment of Belinda Mendez-Acosta to the Civil Service Commission, to fill an unexpired term, by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: ____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Civil Service Commission

NOMINATED BY: Representative Acosta DISTRICT: #3

NAME OF APPOINTEE Belinda Mendez-Acosta
(Please verify correct spelling of name)

BUSINESS ADDRESS: ____

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: Larry Medina

EXPIRATION DATE OF INCUMBENT: 04/14/2012

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

CITY COUNCIL APPROVAL DATE: 07/13/2010

TERM BEGINS ON : 07/13/2010

EXPIRATION DATE OF NEW APPOINTEE: 04/14/2012

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

2nd TERM: ____

UNEXPIRED TERM: XX

Belinda Mendez-Acosta

Objective

To coordinate, manage, and promote the interests of the employer, utilizing my exemplary education, experience and excellent organization, communication, public relations, and interpersonal skills while maintaining the interest of the consumer at heart

Employment

MERCHANDISER April 2000 - PRESENT
VARIOUS COMPANIES *El Paso, TX*

Worked with several companies on a continuous and project-by-project basis in retail grocery businesses and other major retail businesses. Completed various projects which included resets, installation, and maintenance of displays, general shelf maintenance and product audits.
Worked with management as well as store personnel to ensure optimal shelf-allocation management, boost product distribution and retail presence. Established rapport with store personnel and management to ensure new product placement. Prioritized and completed multiple tasks on each visit. Administered marketing techniques by positioning product on shelves according to the Plan-O-Gram (P-O-G) with flexibility to adjust P-O-G to increase sales. Made and placed shelf tags, packed out product, and completed return forms for outdated, damaged and buyback merchandise. (Part -time)

PROGRAM COORDINATOR SEPT. 1999 - PRESENT
SDR AND NATIONAL SEMINARS El Paso, TX

Registered and distributed seminar materials to attendees. Assisted speaker in any possible way. Upon completion of seminar, wrap-up paperwork completed which included inventory. At SDR, made announcements to attendees throughout seminar with attendance up to 300 attendees at times. (Part-time, seasonal)

MYSTERY SHOPPER JUNE 1998 - PRESENT
El Paso, TX

Purchased various products and evaluated the employees, the business and its surroundings without identifying myself or the company I was representing. Afterwards, completed an extensive questionnaire and then information called in. (Part-time, rotational)

MERCHANDISER April 1996 - Nov. 2001
El Paso, TX

Merchandised in various Home Building Centers. Acted as liaison between store personnel and various manufacturers. Administered marketing techniques by displaying merchandise according to P-O-G with flexibility to adjust P-O-G to increase sales.

OWNER/OWNER ASSISTANT FEB. 1990 - JUNE 1998
ANGEL SECRETS/DIANA'S DECOR El Paso, TX

Arts & Crafts Business, Victorian/Renaissance Style. Seasonal business, mainly during Xmas season (September-December). Participated in various Arts & Crafts shows.

SALES REPRESENTATIVE NOV. 1987 - JAN. 1990
PLANTERS LIFESAVERS El Paso, TX
R.J. REYNOLDS (CONFECTIONERY & SNACKS)

El Paso Territory; El Paso, TX, Las Cruces, NM, Silver City, NM, Deming, NM, Ruidoso, NM. Responsible for the El Paso Territory retail and wholesale accounts. Responsible for military bases surrounding El Paso for approximately one year in addition to the above. Quickly learned operating procedures of military commissaries, exchanges, and shoppettes. Increased sales volume 35% since December 1987. Recaptured old accounts by aggressive increased awareness of customer needs and working closely with management clientele.

ACCOUNT REPRESENTATIVE MAY 1986 - NOV. 1987
CREDIT BUREAU OF EL PASO El Paso, TX

Serviced established accounts and opened up new accounts which included training on computer terminals and personal computers. Maintained effective and efficient customer relations by completing 10-13 (above office average) effective daily sales calls, initiated sales bulletin update as well as other office enhancement. Acted as liaison between firms and credit bureau.

Education

B.B.A. In Marketing, University of Texas at El Paso, August 1986

Vocational Office Education Program, Eastwood High School, 1977-1979

Working knowledge of Word, Excel, and Windows

Skills

- Can prioritize and complete multiple tasks
- Excellent customer service and communication skills
- Articulate self-starter with proven sales skills

GENERAL CLERICAL/SECRETARIAL EXPERIENCE-- 1977-1983