

DATE: July 24, 2007

TO: City Clerk

FROM: Representative Rachel Quintana.

ADDRESS City Hall

TELEPHONE 541-4701

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

Agenda for the Council Meeting of July 31, 2007

Item should read as follows: Appointment of Susan R. Correa to the Art Museum Advisory Board requested by Representative Rachel Quintana, District #5

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Susan Ryde Correa

(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: 915-274-8266

HOME ADDRESS: _____

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

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

NAME OF INCUMBENT: Jacob Teitsch

EXPIRATION DATE OF INCUMBENT: 3/31/2007

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

DATE OF APPOINTMENT: 7/31/2007

EXPIRATION DATE OF NEW APPOINTEE: 7/31/2009

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

2nd TERM: _____

UNEXPIRED TERM: _____

Susan Ryde Correa

Objective To form a long lasting partnership with a quality organization where I can Utilize my skills in management, sales, marketing and employee motivation and training to the benefit of both parties.

- 02/07 to present District Clerks Office, El Paso, Texas
Office Specialist. Passports.
- 05/01 to 06/07 Up In Frames/Susan Stockwell, El Paso, Texas
Art Gallery Manager. Art Frammer
- 05/01 to Present Ryde Word Translations, El Paso, Texas
Translator English/Spanish and Spanish/English
- 11/99 to 05/05 El Paso Art Association, El Paso, Texas
Grant Writer and Art for the Ageless Program Administrator
(funded by The Paso del Norte Health Foundation)
- 01/93 to Present Full-time artist, El Paso, Texas
Watercolorist, Acrylic painter, Art Teacher for children. Muralist
- 01/93 to 11/99 Marketing Specialists, El Paso Texas
Merchandiser for food brokerage

Education 1978 – 1980 Bournemouth and Poole College Poole England
Associates
Business Management Secretarial/Bookkeeping Basic typing skills
45wpm

1976 – 1978 Glenmoor School for Girls Bournemouth, England

Software Expertise – Microsoft Works, Word, Excel, Power Point,
Publisher. Adobe Photoshop, Quicken