DATE: August 5, 2008

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 August 12, 2008

Item should read as follows: Appointment of Luis M. Ruiz, to fill an unexpired term, to the History Museum Advisory Board by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Luis M. Ruiz
(Please verify correct spelling of name)

BUSINESS ADDRESS: 5941 Marlin

CITY: El Paso ST: TX ZIP: 79924 PHONE: (915)751-4895

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: Linda Chew

EXPIRATION DATE OF INCUMBENT: 01/23/2009

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE):

TERM EXPIRED:
RESIGNED X
REMOVED

DATE OF APPOINTMENT: 08/12/2008

EXPIRATION DATE OF NEW APPOINTEE: 01/23/2009

PLEASE CHECK ONE OF THE FOLLOWING:

1st TERM:

2nd TERM:

UNEXPIRED TERM: X

Luis M. Ruiz

Work Qualities

Very strong work ethic and the ability to work well within a team environment. Highly engaged, motivated, requiring little direction, and capable of working on own initiative. Proficient in computers in particular Microsoft Word, Power Point, Outlook. Knowledgeable in Excel, Access, data-entry, and spreadsheets. Able to type 35 WPM and dictation.

Languages

Bilingual: English and Spanish – speak, read, and write.

Work Experience

01-08/Present Tatitlik Management Inc.
El Paso, TX

OPFOR (OPPOSING FORCES)

Training all U.S military branches in tactical warfare and counter-terrorism

10-06/11-07, 05-97/08-97 City of El Paso- Parks and Recreation- Aquatics
Veterans Pool, Nations Tobin Pool
El Paso, TX

Swim Coach/Lifeguard

To teach children the basic fundamentals of competitive swimming on a high level, by providing optimal training in the water and on land. Also providing discipline, motivation, and teamwork skills for all children at different age levels. To maintain a safe work environment by providing first-aid to patrons in need.

05-05/09-05, 05-06/09-06 County of El Paso- Parks and Recreation
Gallegos Pool, Ascarate Pool
EL Paso, TX

Pool Manager/Lifeguard

To maintain a clean and workable facility for patrons and staff, also to make work schedules for all guards and instructors.

10-02/04-03 State of Texas- House of Representatives
El Paso, TX

Administrative Assistant

Maintain office running on day to day operations. Handling all types of administrative duties including filtering mail, answering phones calls, creating data-bases, and data-entry. Also setting up meetings and conferences with constituents and elected official that are on the local, county, and state level.

Education

08-96/05-00 – Parkland High School – El Paso, TX – Diploma
Cross-Country, Wrestling, Swimming, Track, Journalism, Broadcast Journalism, and Yearbook staff.

12-01/09-02 – Western Technical College – El Paso, TX – COCMA/CMA

01-03/06-04 – El Paso Community College – El Paso, TX – (Major: Kinesiology)
Speech and Debate team.

Clubs and Organizations

2006- Present- El Paso County Democratic Party- Precinct Chair #55 / Legislative Commitee
2005- Present- Camino Real Mexican American Democrats- Vice Chair- Youth Devolopment
2006- Present- El Paso Young Democrats- Vice Chair- Community Services

Volunteer experience

Volunteer coach at Parkland Elementary grades 1st thru 5th from 10-99 to 04-00. Volunteered in several political campaigns from governor races to local water district races. Volunteered in building the very first skate park at the N.E YMCA in 1999.

References

Upon request

CITY CLERK DEPT.
08 AUG -6 PM 2:07