

DATE: September 4, 2013

TO: City Clerk

FROM: Representative Larry Romero

ADDRESS: 300 N. Campbell, District 2 TELEPHONE 915-541-4416

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

Agenda for the Council Meeting of September 10, 2013

Item should read as follows: Appointment of Audrey Ann Marrufo to the Ethics Review Commission by Representative Larry Romero, District 2.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Ethics Review Commission

NOMINATED BY: Representative Larry Romero DISTRICT: Two

NAME OF APPOINTEE Audrey Ann Marrufo
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: 9050 Viscount, B520

CITY: El Paso ST: TX ZIP: 79925 PHONE: 915-831-7743

HOME ADDRESS: _____

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

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

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

NAME OF INCUMBENT: Gabriela Gallegos

EXPIRATION DATE OF INCUMBENT: 02/20/13

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

DATE OF APPOINTMENT: 09/10/2013

TERM BEGINS ON : 02/21/2013

EXPIRATION DATE OF NEW APPOINTEE: 02/20/2015

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

AUDREY ANN MARRUFO

EXPERIENCE

2012-Present

**EL PASO COMMUNITY COLLEGE
Small Business Development Center
Training Coordinator**

- Create and implement training programs to assist start-up and existing small business owners
- Write press releases in accordance with college marketing department for SBDC, training, and lending fair events
- Submit press and event releases to all electronic and print media outlets, generated increased attendance to training fair events through media promotion
- Schedule television, radio, and print interviews
- Write SBDC articles for various publications
- Work with elected official in promoting SBDC through community meetings, and city television station
- Created monthly newsletter for SBDC

2008-2012

**EL PASO INDEPENDENT SCHOOL DISTRICT
Literacy Tutor/Substitute**

- Tutored elementary and middle school students in reading with independent and classroom instruction

2007(May-Nov)

**EL PASOANS for a CHILDREN'S HOSPITAL
Campaign Coordinator**

- Coordinated and implemented strategic campaign plans for Children's Hospital Bond Issue; and managed volunteers.
- Presented bond issue to various business, community, and civic groups by way of power point presentations, print material, question and answer forums; and tracked feedback to evaluate presentation effectiveness
- Assisted with marketing plan for bond issue using outdoor, electronic, and print media
- Assisted in the organization of voter and election events with community leaders, physicians, and elected officials

2001 - 2006

**KTSM-TV El Paso, TX
Production Manager**

- Managed production department consisting of news production, editors, graphics designers, and commercial production staff
- Supervised and instructed production of all news broadcasts; and news, promotion, and commercial television spots
- Worked with research company in planning and implementing marketing plans for station image
- Produced and assisted in promotional aspects of station image (product branding)
- Assisted account executives on sales calls, including sales presentations, writing, shooting, and producing television commercials
- Developed and administered annual department budget: including equipment purchases, salary adjustments, licensing fees, recording contracts, and special events hiring
- Assisted in the development of partnerships with non-profit organizations to promote community services or events
- Supervised technical set-up of remote, special assignment, and live newscasts

1987 - 2001

Production Director/Graphics Designer

- Directed weekday television newscasts
- Created news, promotion, and commercial graphics

1985 - 1987

**KTEP-FM
Office Assistant**

- Handled general clerical duties
- Organized and prepared pledge drive and broadcast schedules

EDUCATION

**UNIVERSITY of TEXAS at EL PASO El Paso, TX
Bachelor of Arts - *Broadcast Communication***

REFERENCES

Ron Acton

Stewart Holdings Inc.
124 W. Castellano
El Paso, TX 79912
(915) 833-6488

Veronica Escobar

El Paso County Judge
500 E. San Antonio
El Paso, TX 79901
(915) 546-2098

Sylvia Herrera

Delta Academy
6400 Delta Drive
El Paso, TX 79905
(915) 774-0447