

DATE: 11/29/2011

TO: City Clerk

FROM: Representative Eddie Holguin Jr.

ADDRESS 2 Civic Center Plaza 10<sup>th</sup> Floor, El Paso, TX TELEPHONE 915-541-4182

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

Agenda for the Council Meeting of Tuesday November 29, 2011

Item should read as follows: Board Appointment of Melissa Ann Luna to the Parks and Recreation Advisory Board by Representative Eddie Holguin, Jr.

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

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

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: Representative Eddie Holguin Jr DISTRICT: 6

NAME OF APPOINTEE Melissa Ann Luna  
(Please verify correct spelling of name)

BUSINESS ADDRESS: 7760 Gateway

CITY: El Paso ST: TX ZIP: 79915 PHONE: 915-539-3911

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: 79925 PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Rodolfo Troncoso

EXPIRATION DATE OF INCUMBENT: 10/14/2011

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

CITY COUNCIL APPROVAL DATE: 11/29/2011

TERM BEGINS ON : 10/14/2011

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2015

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

915-539-3911  
Melissa Luna@elp.tr.com

# Melissa Ann Luna

[ To bridge the gap between parent(s) and school community to provide a better education for all children]

[ 1992 ] [ International Business College ] [ El Paso, TX ]  
**[ Administrative Assistant ]**

[ 2002-2005 ] [ Scherr, Legate & Ehrlich ] [ El Paso, TX ]  
**[ Legal Assistant ]**

[ Worked on cases involving real estate, wrongful termination, car accidents and family law. ]

[ I worked closely with school principals, assistant principal(s), counselors, teachers, and other school personnel in implementing program services; I would provide informal counseling, social support and culturally and linguistically appropriate behavioral health education such as education on gangs and drug usage; educate student and parent(s) on how to use Power Parent Program, help monitor attendance, help access credit recovery needs, and monitor academic progress or lack of progress; Process mediation among the student, parent and school community; Advocate for the student and parent(s); assure students and parent(s) access needed services; Coordinate service referrals with community agencies; and Maintain program records to ensure compliance with agency standards; Campaign volunteer for Justice of the Peace Precinct 4 Barbara Perez; Campaign volunteer for Farouk Shami candidate for Governor of Texas; and Campaign volunteer for El Paso County Commissioner Pct. 3 Willie Gandara, Jr. ]

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|-----------------------------|
| <b>Objective</b>            |
| <b>Education</b>            |
| <b>Work experience</b>      |
| <b>Volunteer experience</b> |

Working with at risk youth and single mothers

English and Spanish

Terry Quinonez, Texas Department of Public Safety (915) 834-7940  
Commissioner Willie Gandara, Jr., El Paso County Commissioner Pct. 3  
(915) 546-2144

Ivonne Tapia CCD, Aliviane (915)782-4000

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|-------------------|
| <b>References</b> |
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