

DATE: 12/21/05

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS 2 Civic Center Plaza, 10<sup>th</sup> Floor, District 2 TELEPHONE 915-541-4996

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

Agenda for the Council Meeting of December 27, 2005

Item should read as follows: Appointment of Phyllis Caves Rawley to the Brownfields Redevelopment Board by Rep. Susie Byrd, District #2

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

Item No. \_\_\_\_\_

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Brownfields Redevelopment Board

NOMINATED BY: Representative Susie Byrd DISTRICT: #2

NAME OF APPOINTEE Phyllis Caves Rawley  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso

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

CITY: El Paso

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

James Erickson

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

OTHER (SPECIFY): \_\_\_\_\_

EXPIRATION DATE OF INCUMBENT: 04 / 05

EXPIRATION DATE OF NEW APPOINTEE: 04 / 07 (1)

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM:

2<sup>nd</sup> TERM

UNEXPIRED TERM:



2000 - 2001 **Tesana Group Inc.** El Paso, TX

**Partner**

*Research, analysis, and community advocacy firm specializing in housing, infrastructure, and workforce development.*

- Develop sustainable project planning, analysis and execution; access to public and private sector funding
- State and Federal community advocacy work for local communities
- Community/regional workforce, infrastructure assessments
- New community/urban and land planning
- Grant writing and submission for organizations

1997- Present **Professional Resources** El Paso, TX

**Owner**

*Provide Professional recruiting, publishing and coaching services.*

- Publisher of "Career Tips for Teens", "Career Tips for Twenty Something's" and "Career Tips Workbook" and related employment articles for national magazines
- Provide Career Development, Communications, Sexual Harassment, Team Building, Goal Setting Workshops
- Management and Human Resource Consulting, Salary Surveys and Outplacement services
- **Career Coaching over 50,000 high school students, academic professional and adults**

1993 – 1997 **Gail Darling Inc.** El Paso, TX

***The Professional Desk – Recruiting Manager***

- Managed start up operation of new permanent staffing division.
- Developed advertising, sales strategies, budget and procedures for office.
- Supervised administrative support and recruiting staff.
- Awarded statewide recognition for **Outstanding Achievement** for Rookie Company.

***Gail Darling Staffing – Senior Customer Service Supervisor***

- Managed clerical branch office operations in Ft. Worth office.
- Supervised, trained and hired support staff and temporary employees.
- Set and administered annual budget, reducing operations cost by 24%.
- **Turned around unprofitable office in six months.**
- Successfully testified in dispute of EEOC claims against the company
- **Promoted** to new division Manager in El Paso office.

***Gail Darling Staffing – Customer Service Supervisor***

- Supervised, trained and recruited clerical and light industrial temporary employees for branch office.
- Responsible for hiring and placement of industrial, clerical and professional temporary employees.
- Managed external advertising for clerical and light industrial employees.
- Highest placement percentage with lowest turnover rate in first year of employment.
- **Promoted** to Senior CSS to turnaround unprofitable office in Ft. Worth, TX.

1992-1993      **The Environmental Center**      El Paso, TX

*Center Manager*

- Directed and coordinated Center's volunteer programs and recycling programs.
- Developed and produced art and education exhibits for the Center, including 1993 Earth Day Festival.
- Oversaw maintenance of center art gallery, xeriscape gardens and recycling center.
- Spokesperson for Sierra Club, Audubon Society and Habitat for Humanity.

## EDUCATION AND TRAINING

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December, 1992    University of Texas at El Paso

B.A., Political Science

Minor – Human Resource Management

May, 1979    Bauder College, Arlington TX

A.S., Fashion Merchandising

November, 1998    National Association of Personnel Consultants

Certified Personnel Consultant (CPC)

Leadership El Paso - Graduate, Class XVII    Greater Chamber of Commerce 1996

Discovery Fulfillment Sales Training – 1997

Kaset International Customer Service Training – 1996

## PROFESSIONAL AFFILIATIONS

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Southern Economic Development Council

El Paso Central Business Association

Texas Association of Personnel Consultants

El Paso Society of Human Resource Management – Media Relations Chair 1997-2000

El Paso Black Chamber of Commerce

Independent Book Publishers Association

## PUBLICATIONS

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Brown Skin Publishing, "*Career Tips for Teens*" 2002; "*Career Tips for Twenty Somethings*" 2004, *Career Tips Workbook, 2004* [www.careertipsbooks.com](http://www.careertipsbooks.com)

Sony Music **Amazing.com**, "*Career Tips for Teenagers*", Column, July, 2000-August 2001

Wall Street Journal's **National Employment Weekly**, "*Preparing for a Phone Interview*",  
Sep. 12, 1999

Brown Skin Publishing, "*Nothing but Net, Dating through the Internet*" 1994

**EXPERT WITNESS REPORT PREPARATION/TESTIMONY**

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Briones & Assoc. vs. Rodriguez & Assoc., Testified regarding standard recruitment practices within the Placement Industry.

Martinez vs. El Paso Natural Gas, U.S. Federal District Court, El Paso, TX. Submitted and testified regarding expert opinion on career development planning for managerial staff.

Hein vs. El Paso Natural Gas, Testified regarding expert opinion on career development planning for managerial staff.

**COMMUNITY INVOLVEMENT**

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U.S. Selective Service System, Board Member 2004 - Present  
Texas Board of Nurse Examiners, Vice President 2001 - Present  
City of El Paso Brownfield Redevelopment Task Force 2002 - Present  
Mayor's Tourism Cabinet Member 2005 - Present  
El Paso Commission for Women 2005 - Present  
Women's Fund of El Paso, Board of Directors 2005 - Present  
El Paso Council of International Visitors 1997 - Present  
El Paso Religious Society of Friends (Quakers) 1997 - Present  
Mayor's Taskforce to End Homelessness 2004 - Present  
Southwest Border Development Coalition 2000 - 2001  
El Paso Downtown Partnership Steering Committee 2000 - 2002  
El Paso Times – Living Section Advisory Council 1999 - 2000  
City of El Paso Zoning Board 1996 - 1997  
El Paso Public Library Board 1999 - 1998  
Habitat for Humanity Board of Directors 1994 - 1996  
National Association of Investment Clubs, SW Desert Chapter Board 1999 - 2001  
Best Little Investment Club in Texas, Founder 1996 - 2003