

DATE: February 11, 2016

TO: City Clerk

FROM: Representative Claudia Ordaz

ADDRESS: 300 N. Campbell, District 6 TELEPHONE 915-212-0006

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

Agenda for the Council Meeting of February 23, 2016

Appointment of Alejandro Ganem as a Regular member to the Building and Standards

Item should read as follows: Commission by Representative Claudia Ordaz, District 6 Community Affairs Category.

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

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: Representative Claudia Ordaz DISTRICT: Six

NAME OF APPOINTEE Alejandro Ganem  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

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

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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: VACANT

EXPIRATION DATE OF INCUMBENT: \_\_\_\_\_

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

DATE OF APPOINTMENT: 2/23/16

**TERM BEGINS ON :** 2/15/15

**EXPIRATION DATE OF NEW APPOINTEE:** 2/15/18

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

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# Alejandro F. Gánem

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## OBJECTIVE

Seeking the position of board member where I will be able to use my business experience and my creativity to increase efficiency and productivity.

## EDUCATION

### **The University of Texas at El Paso (UTEP)**

*Bachelor of Arts in Communication with a concentration in Electronic Media*

Graduation date: May 2012

**Overall GPA: 3.4/4.0**

**Major GPA: 3.7/4.0**

## SKILLS

**Leadership:** Student Government Association Senate Majority Leader, Committee for Campus Quality Chairman, Collegiate Entrepreneur's Organization Marketing Director

**Awards -** UTEP Study Abroad Scholarship 2009, 2010 Newspaper Association of America Annual Competition Seminar, Fall 2010 HACU Internship Program with USDA

**Computer -** MS Word, Excel, Power Point, Access, Illustrator, Quickbooks, Quicken

**Technical -** Adobe Photoshop, MS FrontPage, and HTML

**Language -** Bilingual; English and Spanish  
Intermediate; French  
Beginners; Italian

## EXPERIENCE

### **Sun Carpets**

*Director of Communication/Project Estimator/Project Manager*

El Paso, TX  
06/04 – Present

- Prepare bids for floor covering in residential and commercial buildings.
- Manage warehouse operations: sub-contractors, logistics, job distribution.
- Supervise the day-to-day operations of the office: customer service, sales, marketing.
- Head of the New Products division
- Manage logistics from Chinese manufacturers to El Paso

### **Student Government Association**

*Senate Majority Leader*

El Paso, TX  
06/08 – 05/09

- Prepared Senators for important votes, decisions, projects, and standing committee selection.
- Weekly meetings with Dean of Students, Executive Branch, and Executive Assistant to determine allocation of funds, project selection, and settlement of disputes.

### **U.S. Forest Service**

*Public Affairs Intern*

Willow, CA  
06/10 – 10/10

- Designed information boards, covered media events, published press releases, and received Fire Crew Training Certification

### **United States Department of Agriculture**

*Public Affairs Intern*

Washington, D.C.  
10/10 – 12/10

- Research USDA recruitment and employment, wrote cover letters, reviewed and edited reports, designed a newsletter for schools, and conducted interviews

## ABROAD EXPERIENCE

### **Université Catholique de Lille**

*International Student*

Lille, France  
08/09 – 12/09

- Gained proficient speaking, writing, reading, and communication skills in the French language
- Special studies and concentration in European Politics: France, Great Britain, and Spain