

DATE: 02/26/2020

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0008

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

Agenda for the Council Meeting of March 3, 2020

Item should read as follows: Appointment of Sarah Elena Dillabough to the Open Space Advisory Board

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

NAME OF BOARD/COMMITTEE/COMMISSION: Open Space Advisory Board

NOMINATED BY: Representative Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Sarah Elena Dillabough  
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

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

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

HOME ADDRESS: N/A

CITY: N/A ST: N/A ZIP: N/A PHONE: N/A

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: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: N/A

**LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):**  
N/A

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

NAME OF INCUMBENT: Joanne Burt

EXPIRATION DATE OF INCUMBENT: 6/30/19

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

DATE OF APPOINTMENT: 03/03/2020

TERM BEGINS ON : 03/03/2020

EXPIRATION DATE OF NEW APPOINTEE: 06/30/2023

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

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

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

## EDUCATION

**BA** *Austin College, Sherman, TX*    **Majors:** Environmental Studies & Political Science    **Minor:** French    **GPA:** 3.927

## SCHOLARSHIPS AND AWARDS

- Phi Beta Kappa National Academic Honor Society
- Hatton W. Sumners Scholar in Political Science
- Alpha Chi National Honor Scholarship Society
- Pi Sigma Alpha National Political Science Honor Society
- Phi Delta Phi National French Honor Society
- Sara & Robert Hallman Citizen Scholar for Service
- J.M. Robinson Memorial Scholarship for Outstanding Academic Achievement of Austin College Senior Class '16 presented at commencement ceremony

## WORK AND STUDY EXPERIENCE

- Little Traverse Nature Conservancy, Stewardship & Education Intern, *Harbor Spring, MI* Summer 2013
- Austin College, Environmental Studies Student Employee, *Sherman, TX* April 2013- May 2016
- International Relations & Cultural Studies, American Center at Provence, *Marseille, France & Fez, Morocco* Fall 2014
- Ecosystems & Environmental Ethics, School for Field Studies, *Cambodia & Vietnam* Spring 2015
- Directed Research: *Mapping Non-Timber Forest Product Collection Patterns of Villagers in Phnom Kulen National Park*
- Himalayan Studies, School for Field Studies, *Bhutan* Summer 2015
- Directed Research Project: *Measuring Stream Water Quality*
- Office of Texas Senator José Rodríguez, Legislative Intern, *El Paso, TX* June-December 2016
- Constituent communication, research on legislative proposals & policy, prepared agendas & scheduled speakers for meetings, assisted with various civic engagement initiatives
- Hospitality, Nothing But Noodles, Bogart's Restaurant and Bar, Spirit of 66, *El Paso, TX* April 2015-May 2016, January-June 2016, June-December 2017
- 2 years of experience in customer service in the restaurant industry
- The Wrap Institute, Independent Contractor Document Translator, *Sherman, TX (part-time remote)* August 2016-Ongoing
- Translate 500-1500 word documents from English to French twice per month
- Sustainable Neighborhood Specialist, Resilience AmeriCorps VISTA, *El Paso, TX* January 2017-February 2018
- Garden Grant - program developer & manager of grant funding community & school gardens, drafted legal agreement & guidelines, developed: application, website, marketing/communications strategy, rubric for choosing applicants, & metrics tracking system + organized the applicant selection committee, perform routine communication with grant recipients
  - Service Plan - developed, researched, & co-authored plan on how to better engage citizens for impact volunteering geared toward better customer service/citizen relations with community members
  - Managed the City of El Paso's Community Gardens to include communication with garden members and assistance with issues, Farm to Work program coordinator in partnership with private business El Paso True Food to supply City employees with subscription options to receive farm-fresh food boxes
- El Pasoans Fighting Hunger Food Bank, Food Donor Relations Manager, *El Paso, TX* July 2018 – February 2019
- Managed food recovery program of and maintained relationship with 50+ donors accounting for more than 5 million pounds
  - Managed food purchasing program responsible for purchasing food in bulk utilizing government grants accounting for nearly 8 million pounds of food and more than \$300,000
- Creosote Collaborative, Sustainability & Outreach Specialist, *El Paso, TX (part-time remote)* March 2019-Ongoing
- Implement programs and projects such as green infrastructure, assist with contractual responsibilities for various organizations such as Paso del Norte Trail Corporation/Paso del Norte Health Foundation and West Texas Urban Forestry Council
- Eco El Paso, Independent Contractor Operations Support, *El Paso, TX (part-time remote)* June 2019-Ongoing
- Coordinate event planning including hotel and transportation reservations for guest speakers, catering reservations, invoices for services, equipment rentals, and all day-of logistics
  - Establish & maintain project management documents for events
- ## LEADERSHIP AND VOLUNTEER EXPERIENCE
- Thinking Green Campus Awareness (think), Co-President, *Austin College* Fall 2013-Spring 2016
- Elected position by professors & faculty;
- Student Sustainability Fund (SSF) Committee Member, *Austin College* Spring 2013-Spring 2016
- Managed up to twenty thousand dollars for sustainable project implementation, created & implemented proposals
- Student Assembly/Government (SA), Member & Student Body Representative, *Austin College* 2012-2014
- Class Leader for PhD Andy Pigott, *Austin College* Fall 2013
- Global Medical Brigade, Public Health, Volunteer, *Honduras* Summer 2013
- Environmental Advisory Committee of Senator Jose Rodriguez, Committee Member, *El Paso, TX* June 2016-Ongoing
- Frontera Land Alliance, Volunteer, *El Paso, TX* January 2017-Ongoing
- Food Waste Reduction & Recovery Coalition, Coalition Leader, *El Paso, TX* February 2017-January 2018
- Food Policy Council, Council Member, *El Paso, TX* February 2017-January 2018
- West Texas Urban Forestry Council, Board member, *El Paso, TX* March 2019-Ongoing

## SKILLS

General Skills: Project management, Establish & maintain project management documents, Organizational skills & long-term planning, Managing & measuring workload/time, Proficiency in Google Doc + Microsoft + Slack + Trello, Action-oriented, Professional written & verbal communication, Work well both independently & in groups, Organizing large events & meetings, Research (interview techniques, data management, reporting), Public speaking & presentation, Website maintenance, Customer Service, Great learner

Languages: Speak, read & write fluent French and Spanish

#### **CURRENT ACTIVITIES AND INTERESTS**

Activities: French Translator, Independent contractor for Eco El Paso

Interests: Traveling (have travelled to Mexico, Canada, Fiji, Australia, Honduras, France, Morocco, Hungary, Czech Republic, Italy, Germany, Switzerland, Turkey, Netherlands, Cambodia, Vietnam, Thailand, Bhutan), Learning new languages, Learning new skills, Assisting others to solve problems, Meeting new people