

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 Elvira Stephanie Frias to the Animal Shelter Advisory Committee

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Animal Shelter Advisory Committee

NOMINATED BY: Representative Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Elvira Stephanie Frias
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

BUSINESS ADDRESS: N/A

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

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: NA

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: Edith M. Prado

EXPIRATION DATE OF INCUMBENT: 06/28/2022

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

DATE OF APPOINTMENT: 03/03/2020

TERM BEGINS ON : 02/20/2018

EXPIRATION DATE OF NEW APPOINTEE: 06/27/2022

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____

2nd TERM: _____

UNEXPIRED TERM: X

Elvira Stephanie Frias

SKILLS SUMMARY

Native/bilingual proficiency: English and Spanish; office management; public speaking; presentation skills; leading meetings; team leadership; writing proposals; event planning; recruiting skills; educational counselor; interpersonal and communication skills

PROFESSIONAL EXPERIENCE

New York Life Insurance Company **Dates Employed: May 2015-Present**
303 N. Oregon St. Suite 1100
El Paso, TX 79901
Financial Services Professional
Supervisor: Pablo Magdaleno

- Established Licensed agent in the state of Texas, New Mexico and Wisconsin
- Assist clients with their financial goals with their life insurance needs, retirement, asset protection, and college planning.
- Preferred vendor for The El Paso Municipal Police Officer's Association, El Paso Associates-Fire Fighters 51, and National Border Patrol Council Local 1929
- Conduct educational sessions for life insurance and retirement planning

The University of Texas at El Paso **Dates Employed: May 2014 – June 2015**
Educational Talent Search
500 W. University Ave
El Paso, TX 79968
Student Dev. Specialist II/Administrative Assistant
Supervisor: Karina Espino, (915) 740-5414

Provided Administrative office work to staff members, from hiring to coordinating educational events. I acted as an educational and vocational counselor to qualified youth at participating schools.

- Assisted students with college admission, financial aid and scholarship processes in order to facilitate the completion of related applications and forms.
- Served as a test administrator for students at selected schools
- Provided academic support and tracked each students' progress in order to ensure student attained a high school diploma and successfully enrolled in a college or University.
- Reconciled program's grant account and monitored account activity
- Developed and implemented plans to recruit program participants in target schools
- Assisted in planning and implementing educational events, workshops, and field trips

- Managed Student Access Database System and input educational survey's and attendance sheets
- Supervised student workers

El Paso County

Dates Employed: November 2012 – May 2014

District Attorney's Office

500 E. San Antonio Ave. #201

El Paso, TX 79901

Office Specialist

Supervisor: Lizette Rodriguez, (915) 546-2059

Performed data entry of files for El Paso, Hudspeth and Culberson counties. Instrumental in the coordination of Grand Jury processes for El Paso, Hudspeth and Culberson counties.

- In charge of data entry of felony cases using JIMS and Odyssey database systems
- Created and drafted felony indictments for the Assistant District Attorney's
- Translated statements in Spanish into English for Assistant District Attorney's
- Instrumental in the coordination of Grand Jury processes for El Paso's 34th, 120th, and 168th District Courts
- Conducted telephone calls to law enforcement agencies to request felony cases expected
- Assisted in the archiving of subpoenas and medical records

EDUCATION

B.A. COMMUNICATION STUDIES, 2012

(45 semester hours in public speaking)

The University of Texas at El Paso

El Paso, TX

GPA: 3.7/4.0

Honors: Cum Laude

Women's Glee Club Choir

VOLUNTEER WORK

- **Law N' Paws** **04/2017- Present**
 - Volunteer for various adoption/fundraising events
 - Procured a New York Life "Volunteers for Good" Grant
- **The University of Texas at El Paso** **06/2008- 04/2015**
 - NASA Space Day
 - Border Security Conference
 - BEEMS Conference
 - Women's History Month Conference
 - UTEP Celebrates
 - Texas Success Initiative (TSI)
 - UTEP Maes/Shpe Science and Engineering Extravaganza

HONORS, AWARDS, CERTIFICATES

- Dean's List: Fall 2008, Fall 2009, Spring 2010, Fall 2010, Spring 2011, Fall 2011
– For extraordinary academic achievement
- QPR Gatekeeper Program Certificate; November 2014