

DATE: 04.24.19

TO: City Clerk

FROM: City Representative Cassandra Hernandez

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0003

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

Agenda for the Council Meeting of 04.30.19

Item should read as follows: Appointment of Joseph Rivas to the Building and Standards Commission by Representative Cassandra Hernandez, District #3

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

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

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Joseph Rivas  
(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: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NO

**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: Leslie Driggers

EXPIRATION DATE OF INCUMBENT: 2.15.19

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

DATE OF APPOINTMENT: 4.30.19

TERM BEGINS ON : 2.16.19

EXPIRATION DATE OF NEW APPOINTEE: 2.15.21

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

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

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

# Joseph Rivas

**Objective** To become a member of the Buildings and Standards Commission

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## Education

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2010-2012 **El Paso Community College** El Paso, TX

- Social Work major with a certification in Drug and Alcohol Abuse Counseling

May 2012

- Certificate of Completion Drug/Alcohol Abuse Counseling

2005-2006 **San Antonio College** San Antonio, TX

2003-2005 **Our Lady of the Lake University** San Antonio, TX

## Experience

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2017-Present **Home Pros Real Estate/Keller Williams Realty** El Paso, TX

Licensed Real Estate Agent (Realtor)

- Buyer's Agent
- Seller's Agent

2011-Present **Confidential Drug Testing** El Paso, TX

Certified Specimen Collector/Breath Alcohol Technician

- Collect specimens and maintain chain of custody for transport to laboratories
- Test specimens
- Onsite Collections

2011-2012 **Aliviane Inc.** El Paso, TX

Internship

- Managed client files
- Helped facilitate group sessions
- Data entry

2010-2011 **Alorica Inc** El Paso, TX

AT&T Wireless Customer Service Representative/International Customer Service Representative

- Assist AT&T Wireless customers with billing questions, account management, troubleshooting devices
- Assist AT&T Wireless customers with provisioning international features on to their accounts and provide all information on the features. Troubleshoot devices for customers outside of the United States

2008-2010 **Telerx Marketing Inc** El Paso, TX

Customer Service Representative

- Took calls and processed applications for The Dose Replacement Program for Gardasil
- Process applications for The Merck Vaccine Patient Assistance Program

2007-2008 **The Bread Outlet** El Paso, TX

Owner/Operator

- Managed inventory which included regular rotation of the product
- Managed budget and filed taxes
- Worked as the cashier

2004-2006 **Abercrombie and Fitch** San Antonio, TX

Stockroom Manager

- Maintained stockroom and managed all stockroom employees
- Hired and trained new employees
- Developed new method of storing clothes when the stockroom shelves were full
- Managed inventory

## **Skills Summary**

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- Licensed Realtor for buyer's and seller's of residential/commercial properties and land
- Retail Management
- Experienced employee trainer
- General Office Skills: MS Office Package

## **References**

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References available upon request