

DATE: 06/03/2015

TO: City Clerk

FROM: City Representative Claudia Ordaz

ADDRESS: 300 N. Campbell TELEPHONE 212-0006

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

Agenda for the Council Meeting of June 9, 2015

Item should read as follows: Appointment of Aldina Rosales to the Veterans Affairs Advisory Committee requested by City Representative Claudia Ordaz, District 6

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Veterans Affairs Advisory Committee

NOMINATED BY: City Representative Claudia Ordaz DISTRICT: 1

NAME OF APPOINTEE Aldina Rosales
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: TX 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: New Committee

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: June 9, 2015

TERM BEGINS ON : June 9, 2015

EXPIRATION DATE OF NEW APPOINTEE: June 9, 2017

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

2nd TERM: _____

UNEXPIRED TERM: _____

ROSALES ALDINA

Education

SOCIAL PSYCHOLOGY | CURRENTLY ATTENDING | PARK UNIVERSITY

MEMBER OF NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS THROUGH PARK UNIVERSITY CHAPTER, DEAN'S LIST

SOCIAL WORK | CENTRAL TEXAS COLLEGE

MEDICAL ASSISTANT | SOUTHWEST UNIVERSITY

Skills & Abilities

MANAGEMENT

- Goal achievement, accuracy, delegation, energetic, analytical ability, discipline, business management, interpersonal communication, logistics, motivation, organizing, obstacle removal, strategic thinking, staffing, punctuality, responsibility, team building, tactfulness, technical knowledge, facilitating, coordination.

COMMUNICATION

- Interest in English, speech, business administration and typing
- Ability to follow detailed procedures and instructions
- Ability to communicate and write clear instructions or correspondence
- Interest in working closely with others
- Volunteer with the Services to the Armed Forces, Fort Bliss Chapter as a Community Outreach personnel and Caseworker

Experience

AMERICAN RED CROSS – SERVICE TO THE ARMED FORCES | VOLUNTEER | NOVEMBER 2014-PRESENT

VETERANS NON PROFIT | VOLUNTEER | APRIL 2015- PRESENT

CONGRESSIONAL INTERN | OFFICE OF CONGRESSMAN BETO O'ROURKE | AUGUST 2014-NOVEMBER 2014

As a Congressional intern, assisted with a wide variety of administrative tasks. Wrote correspondence, handled franked mail and managed phone calls. Worked on special projects, constituent surveys and assisted in planning events. Worked with constituents on issues presented to caseworkers in person, over the phone or via email. Read and drafted Congressional responses to constituents of our office as well as initiating inquiries. Worked closely with the Department of Veterans Affairs and Department of Defense with local, regional and national level to resolve cases our office worked out. Attended town hall meetings and taken meeting notes as well as responding to any questions constituents may have about where Congressman O'Rourke may be standing on bills and other political issues locally as well as in Washington, D.C. Able to utilize critical thinking skills, while at the same time learning how to resolve concerns between federal agencies and constituents. Problem solving skills, including resource referrals and learning to differentiate between state, local and federal government issues. While interning in the office of Congressman O'Rourke I was able to participate in organizing the 2014 Border Conference, a bi-partisan Congressional delegation from the northern and southern border; mayors from three states and two countries; a senior Administration Commerce official; and policy and business leaders from the U.S. and Mexico.

CORRECTIONAL OFFICER/COOK SUPERVISOR | FCI LA TUNA | APRIL 2012-MARCH 2014

- Provided close supervision and instruction to 25-60 inmates who are assigned to duties of cooks, butchers, dining and dish workers, vegetable preparation workers, and pot and pan washers. Overseen the receiving, storing, and issue of all food and non-food items and provided weekly safety programs and training for inmate workers. During each day inmates were assigned their jobs and daily duties. Any job changes that need to be done are signed off by me as well as performance records and inmate monthly pay. Main duty was maintaining total compliance with the standards of Food Operations as set by the American Correctional Associations, Bureau of Prisons Program Statements, Operation Memorandums, and local institution supplements. Responsible on daily basis for security operations such as key control, yeast control, knife and blade control, inmate accountability and conducting routine contraband searches throughout the work area. Had full responsibility for the crew kit throughout the day and for timely and accurate counts and trained inmates in the safe operating procedures for a variety of food service equipment in the preparation and delivery of meals. Established assignments on a daily basis for inmate workers by establishing priorities to meet work demands and deadlines. My team and I were responsible for the timely ordering and efficient use and control of equipment, supplies and materials as well as maintaining a filing system on all items ordered ranging from hand receipts, government credit card purchases and in house purchases. On daily basis developed tasks and techniques for inmate workers and demonstrated proper work practices and procedures. Responsible for thorough counseling and evaluation of the work performance of all inmates on my work detail. Resolved work related problems which occur on the job and assure that adequate safety and security measures are taken while working under pressure. Took part in advising and counseling inmates regarding personal problems and assist the inmates in adjusting to institution programs and goals. During any shift, closely monitored all the inmates present and reported any safety violations to the prison safety department. If any issues come across information was relayed to the Lieutenant's office as well as other departments such as Psychology and Medical. We used all Food Service computer systems such as Federal Nutrition System (FNS), Work Assignment Manager and Sentry. Monitoring religious diet inmate list every meal to ensure they're in compliance with BOP religious diet guidelines was part of responsibility as well. Using the Sentry system to ensure all inmates are assigned to proper shift, that they have been cleared medically for Food Service and ensured that the detail pouches being used for each shift are up to date. I received at the time of award for the work done during our ICP review in 2012 for outstanding work and professionalism as well as leadership. In February 2013 I was elected by my management as a board member for our Department's Operational Review. Involved each day in managing the Food Service Warehouse by conducting inventories in order to comply with all the budget data.
- Participated in administering new policies by providing advice on requirements, maintaining administrative systems, and preparing administrative paperwork. Preparing and reviewing purchase orders for supplies and other materials used by our department such as equipment necessary for effective functioning of the Food Service Department was part of my responsibility. Temporary assignment was issued to me as administrative assistant for our department and have done paperwork such as budget planning, sorting out hand receipts, time and attendance, leave forms and planning the annual budget with the management by prioritizing each and every task we needed to perform within the department and purchasing items that will enhance the overall production. Knowledgeable in BOP policies and procedures which help enforce the main component of our jobs firsthand as correctional officers, which helps maintain safety and security of staff and inmates. Specific custody responsibilities included supervision of inmates, responding to emergencies and institutional disturbances and assuming custody post when necessary. Successfully completed training with different firearms, safety management, self-defense, responding to medical emergencies and completed interpersonal communication classes. Make periodic patrols of quarters and work areas and initiate counts of inmates at regular and irregular intervals; maintain control and discipline, including use of physical restraint and restraining devices; prevent the introduction of contraband into the institution.

ADMINISTRATIVE SUPPORT ASSISTANT | TEXAS NATIONAL GUARD | JANUARY 2009- SEPTEMBER 2009

- Highly proficient in MS Word, Excel, PowerPoint, Outlook; Creating and editing presentations, documents, memos, reports, and spreadsheets ensuring the correctness of format, spelling, punctuation, etc. are routine tasks. Other activities such as making travel arrangements, creating and submitting expense reports, meeting and appointment coordination, coordination of special events, organizing and maintaining departmental files (including highly sensitive data). Ability to manage multiple tasks. Maintain high level of confidentiality. Provided executive level administrative support to a company commander and served as a liaison between our administrative department and four other departments such as Medical, Safety, Security and Computer Information department. Duties included inputting and saving information on specific soldiers in the U.S. Army Human Resources programs like perms, creating and maintaining a filing system, compiling data and reports, operating Microsoft Office software to create, modify and print a variety of documents. Part of our work was also writing orders for soldiers and working closely with the company commander on resolving personnel issues. Created personnel files and monthly training sheets on a daily basis, which later was approved and signed off by our company commander. We prepared a variety of memorandums, reports,

standard operating procedures, point papers and policy statements, organized all the details of special events, travel arrangements as well as agendas and itineraries for company personnel. Assigned to take minutes for each meeting our company commander had with other leaders and dispersing any and all information to parties involved.

- Our administrative department also maintained logs of all GSA credit card purchases made by issues fund control numbers for all requests and attaching credit card statements and purchase orders once received. Provide our staff with training schedules and travel orders. Reserved travel plans through Carlson Wagonlit Company for over 320 soldiers for training purposes stateside, scheduled appointments for the Headquarters Commander and checked in on the status of each mission as requested by leadership. Responsible for preparation of memorandums, letters and reports and after action reviews for each meeting within the headquarters. Processes applications for OCS, warrant officer flight training, or other training. Processes recommendations for awards and decorations, Processes bars to reenlistment, suspension of favorable personnel actions. Initiates action for passports and visas. Prepares and processes recommendations for awards and decorations and arranges for the awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for a reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel Security Clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration.

COOK/COOK SUPERVISOR | U.S. ARMY | AUGUST 2005- JANUARY 2009

Assigned and interpreted food menus, nutritional values, quantity and quality of food, as well as plans of purchasing of food, supplies and equipment. Performed preliminary food preparation procedures for up to 3000 soldiers, received and stored subsistence items, maintained kitchen equipment and performed general housekeeping duties. I was also assigned to provide technical guidance to lower grade personnel in field kitchen operations for two field training operations at Fort Irwin, CA. Performed baking duties for daily menu including but not limited to pies, pastries, and cakes and baking for holiday parties. In May 2007 I was assigned to a special duty assignment working on a ship as a cook for 32 personnel that transported military cargo as well as performing mail orderly duties for the detachment. My culinary team participated in one of the biggest U.S. Army culinary Connelly competitions three years in a row in which we became finalists. The dining facility was also part of preparing a menu and serving food for the banquet that was hosted for President Bush's visit in April 2006. I supervised, coordinated, and evaluated a night crew shift of 4 people for over 6 months, which included overseeing and participating in menu planning as well as ensuring that sanitation rules were established and upheld during food production in the kitchen. I directed a food and participated in food service operation on every day basis that prepared over 500 servings per meal. Coordinated activities of personnel, scheduled work assignments, set priorities, and directed the work to subordinate employees as well as reported on a daily basis of progress to dining facility manager. Identified staff development and training needs and ensured that training is obtained in a timely manner. As a shift supervisor for night baking shift my better communication skills lead and clearly explained duties to all my workers. The ability to motivate, make decisions, manage time and evaluate the performance of others, able to perform any of the jobs on the shift and be prepared to pitch in and help whenever necessary.