

DATE: 07/30/2008

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS 2 Civic Center Plaza, El Paso, TX 79901

TELEPHONE 915-541-4124

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

Agenda for the Council Meeting of August 5, 2008

Appointment of Kay A. Mooy to the Greater El Paso Civic, Convention, and Tourism Advisory

Item should read as follows: Board by Representative Steve Ortega, District 7.

SPECIAL INSTRUCTIONS: Board appointment to take effect at the expiration of incumbent's term.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Greater El Paso Civic, Convention, and Tourism Advisory Board

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Kay A. Mooy

(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

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

NAME OF INCUMBENT: Cynthia Foght

EXPIRATION DATE OF INCUMBENT: 08/26/2008

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

DATE OF APPOINTMENT: 08/05/2008

EXPIRATION DATE OF NEW APPOINTEE: 08/26/2010

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

2nd TERM: _____

UNEXPIRED TERM: _____

KAY A. MOOY

CAREER FOCUS: Professor in English: Rhetoric and Composition Studies
Academic Specialties: Technology, Ancient Classical Rhetoric, Political Rhetoric

OBJECTIVE: To serve on a community service Board of Directors for the city of El Paso

SKILLS

Skilled in technical writing, proficient in technical editing
Proficient in editing copy for publications
Created and maintains 4 websites: 2 for organizations and 2 professional educational websites
Computer literate with proficiencies in Microsoft Word, Excel, PowerPoint, FrontPage

EDUCATION

PhD Candidate in Rhetoric and Writing Studies (anticipated graduation December 2008)

Master of Arts in History, The University of Texas at El Paso (2001);
Area: Ancient Classical History and Public History

Bachelor of Arts in English, The University of Texas at El Paso (1998); University Honors Degree
Summa Cum Laude (1998) British and American Literature; Minor: History

DEPARTMENT AND UNIVERSITY SERVICE

Department of History Program Committee (2001)
Founded Historically Speaking and Miners Alive, academic and service student organizations
First President of Frontera Retórica, chapter of the Rhetorical Society of America
Co-chair of MINERPALOOZA (student, staff, and faculty back to school celebration) and member (1999-2003)
UTEP Athletics Auction, Chairman of the Silent Auction, Procurement Committee Member, Event Production Committee Member (2002-2008)
Women's Basketball Team Mentor (2007-Present)
UTEP Alumni Association Board of Director Member 2000-2006, President of the Board of Directors, 2004-2005; served as Treasurer, Vice President of Membership, Executive Director of Recognition, Chairman Top Ten Selection Committee, Chairman of Senior Days Committee, Chairman Past Top Ten Reception, Chairman and Founder of Men and Women of the Mines Reception

- Planned budgets, events, fundraisers
- Organized logistics, managed volunteers, assisted with strategic planning

HUMAN RELATIONS AND ORGANIZATIONS

Organized large scale military community (Fort Devens, MA) events including fundraising, organized volunteers (100), ordered supplies, took charge of all financials

Chaired Amigo Airsho Special Needs Show, ordered supplies, in charge of volunteers (50)
Chaired Amigo Airsho Blue Skies Chalet, organized personnel, staff and volunteers (60)
Wrote and edited newsletters, brochures, and publicity for community service organizations
Currently serves on:

- The Sun Bowl Advisory Board
- The Greater El Paso Chamber of Commerce Woman's Department Board of Directors
- Emeriti Member of the UTEP Heritage Commission, Webmaster for that group
- Treasurer and Board of Director Member for the UTEP Touchdown Club

Served on Boards of Directors of:

- The American Cancer Society
- Amigo Airsho
- Habitat for Humanity
- Community Chest of El Paso
- The UTEP Woman's Auxiliary Board of Directors, First Vice President, Ways and Means Chair (raised \$25,000 for scholarships), Treasurer
- The University Women's Club, Treasurer, President, Past President
- The UTEP Development Board

WORK EXPERIENCE

Assistant Instructor, Department of English, The University of Texas at El Paso, (2004-Present)

- English 3359 Technical Communication, created technical writing course
- English 1312 Taught research techniques and persuasive writing
- English 1311 Taught basic composition through sound rhetorical foundations

Site Coordinator, West Texas Writing Project 2005-Present, established an office, oversaw procedural policies, wrote a procedures handbook, and coordinated events

Graduate Teaching Assistant, Department of History, The University of Texas at El Paso (1999-2001)

- History 2301 World History Graded and edited student writing, prepared PowerPoint lectures, counseled students, tutored students
- History 1301, 1302 U.S. History Graded and edited student writing, oversaw 2 other TA's

Internship: Archaeological Excavation, Tunisia, through Randolph-Macon Woman's College, Lynchburg, VA (Summer 1999)

Undergraduate Teaching Assistant, Western Cultural Heritage Program, The University of Texas at El Paso (1996-1998)

- Western Cultural Heritage 3301, 3302 Graded, counseled students, interacted with students on website about course theories and assignments
- Western Cultural Heritage 3303 Counseled students, interacted with students on website about course theories and assignments

El Paso Times advertising representative, Salesman of the Year Award 1990, designed ads, wrote and edited ad copy, planned and implemented specialty sections, planned ad campaigns

Correspondent and photographer for the Public Spirit and Fort Devens Sentry newspapers

Special Education Resource Room Aide, Fort Knox Independent School System

Substitute Teacher, Fort Knox Independent School System

Elementary Classroom Aide, Loretto Academy, El Paso

PROFESSIONAL AFFILIATIONS

NCTE (National Council of Teachers of English)

Rhetorical Society of America

National Writing Project – Teacher Consultant

AWARDS, HONORS, AND SCHOLARSHIPS

- Phi Alpha Theta Joint UTEP/NMSU Paper Conference, First Place (2000)
- Phi Alpha Theta Joint UTEP/NMSU Paper Conference, Second Place (1999)
- Krutilek Merit Memorial Scholarship, 2000
- Top Ten Senior, The University of Texas at El Paso (1998)
- Woman of the Mines, The University of Texas at El Paso (1998)
- Outstanding Young Woman Award (1983)
- Who's Who in American Colleges (1998)
- Alpha Chi National Honor Society (1996-1998)
- Cardinal Key National Honor Society (1997-1998)
- Golden Key National Honor Society (1996-1998)
- Mortar Board National Honor Society (1996-1998)
- Phi Alpha Theta National History Honor Society (1998-2001)
- Phi Alpha Theta Member of the Year (2000)
- Woman of UTEP Award (1999)
- President of the Year for Student Organizations (2000)
- Top Gun Award for Best Volunteer, Amigo Airsho (1993)
- Sun Bowl Chalet Volunteer of the Year (1994)
- General Motors Scholarship to Purdue University

References available on request.