

DATE: September 3, 2019

TO: City Clerk

FROM: City Representative Isabel Salcido

ADDRESS: 300 N. Campbell TELEPHONE 212-0005

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

Agenda for the Council Meeting of September 3, 2019

Appointment of Yajaira Lopez as the alternate to the Buildings and Standards Commission by
Item should read as follows: Representative Isabel Salcido, District 5.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Isabel Salcido DISTRICT: 5

NAME OF APPOINTEE Yajaira Lopez
(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:

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

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS): None

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

NAME OF INCUMBENT: Cesar Stark

EXPIRATION DATE OF INCUMBENT: 02-15-2019

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

RESIGNED _____

REMOVED _____

DATE OF APPOINTMENT: 09-03-2019

TERM BEGINS ON : 09-03-2019

EXPIRATION DATE OF NEW APPOINTEE: 02-15-2021

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

2nd TERM: _____

UNEXPIRED TERM: _____

Yajaira Lopez

Real Estate Professional

Objective:

To obtain a position that will allow me to use my unique, robust skill set and work-related experience to promote the critical mission, leadership and objectives of the El Paso City.

Experience:

Real Estate Professional

Real Estate Professional in Texas & New Mexico
HomePros Real Estate Group LLC
February 27, 2019- Present;

Lead Generation can be defined as any activity designed to produce new business. Examples include real estate prospecting, business by referral, geographic farming, drip marketing, or any number of the real estate productivity systems utilized today.

- I am responsible of the Listing appointments, Listings are the life-blood of real estate sales, so it is important for agents and real estate team leaders to ensure that listings appointments are converted into listings.
- Listing homes for sale on the local, MLS, Multiple Listing Service. Sharing the brokerage listings with other MLS broker members to get buyers to the property. Sharing the listing commission with successful buyer brokers. Advising the home seller in preparing their home for listing and showings. Supervising showing, report to sellers results and feedback. Submitting any offers to the seller for consideration. Helping the seller negotiate offers to try and execute a purchase contract with a buyer. Working on the seller's behalf in coordinating the transaction process. Delivering and explain documents, disclosures and transaction items. Working with the seller through the closing and their move-out from the home.

ERA Sellers & Buyers Real Estate Real Estate Agent

As a licensed real estate agent, representing El Paso, Texas homeowners, sellers, buyers, future homeowners and any other real estate needs. I have developed specific skills to keep my clients engaged. My team and I are committed to provide a high level of expertise, customer service, caring nature, and attention to detail in marketing real estate with enthusiasms and creativity. Matching each client's desires as well as skillfully featuring a home's unique presence and character.

- I cultivated and expanded our marketing and advertising strategies, partners, market knowledge, exclusive contact base and true love of real estate sales.
- I used the latest Internet marketing tools, such as social media platform and good network of connections to expose properties to the widest possible range of qualified buyers and sellers.

Border Patrol Agent GS1896-5 / Step 1 / \$57K / 50+ hrs. a week

As a Border Patrol Agent, I have had unit-responsibilities delegated to me by my Supervisor:

- Responsible of generating of Field Intelligence Reports;
- Reviewed and revised of prosecution packages;
- Volunteered to a joint operation with Office of Field Operations involving extensive southbound inspection to Mexico – Operation Intrepid. During this operation it was my personal responsibility to maintain an organized log of all the traffic inspected;
- Volunteered and was the lead for my shift on the Combined Federal Campaign (CFC) which constituted the recruitment of donations, documentation of said donation and the personal accountability for thousands of dollars in funding into the correlated coffers; and,
- Volunteered and was assigned as the annual inventory taker personally responsible for accountability and inventory of tens of thousands of dollars for federal property.

I was recognized for all duties performed above with error free and preformed to the highest standards of the Patrol.

Sales Associate**January 1, 2006 – June 15, 2008;****RadioShack Corporation, New York, NY****Supervisor – District Manager Upton Kimani**

As a sales associate of the franchise location my duties were, but not limited to:

- Provide prompt, courteous customer service.
- Ring up sales on cash register properly and accurately, handling money, checks and other type of payments.
- Scheduling and deployment of the personnel resources to include payroll management and completion of appraisal for ten (10) employees and assistant manager;
- Intervention of customer complaints in order to build a loyal customer base by creating long-term relationships and enforced lost prevention of merchandise;
- Responsible for management of all budget and merchandise purchase;
- employee development;
- Coached, mentored and counselled employees that led to the retention to top-tier managers; and,
- Achieved and exceeded sales and profits targets, the company reported a four hundred percent (400%) increase in profit by creating and sustaining strong business relationships with retail partners, vendors and carriers.

I received national recognition for my efforts in regards to the reduction of theft of merchandise.

Education:

1998- 2002 Universidad Autonoma De Santo Domingo / Accounting

2002-2006 Hostos Community College Bronx, NY / Liberal Arts

2010-2012 Academy of Real Estate / Real Estate Agent

2019-2019 New Mexico Real Estate License Courses

Computer Proficiency:

- Microsoft Excel (Advanced)
- Microsoft Word (Advanced)
- Microsoft PowerPoint (Advanced)
- Microsoft Outlook (Advanced)
- Microsoft Office Publisher (Advanced)
- Microsoft Project (Advanced)
- SharePoint (Intermediate)

Selective Placement Criteria:

I am a United States Citizen, able to meet job-related medical and/or fitness standards, have held the rank of Real Estate Agent for over six years, able to speak and write in the Spanish language.

