

DATE: 10/8/19

TO: City Clerk

FROM: Representative Claudia Ordaz Perez

ADDRESS: 300 N. Campbell TELEPHONE (915) 212 -0006

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

Agenda for the Council Meeting of October 15, 2019

Appointment of Patrice Hills to the Greater El Paso Civic, Convention, and Tourism Advisory

Item should read as follows: Board by Representative Claudia Ordaz, District 6.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: Representative Claudia Ordaz Perez DISTRICT: 6

NAME OF APPOINTEE Patrice Hills
(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: ZBA -2014-2018

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):

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

NAME OF INCUMBENT: Krista Snow
09/02/19

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 10-15-19

TERM BEGINS ON : 09-02-19

EXPIRATION DATE OF NEW APPOINTEE: 09-02-2021

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

2nd TERM: _____

UNEXPIRED TERM: _____

Patrice M. Hills, MBA

PROFILE

Dynamic, adaptive, results oriented professional. Expertise in administration, program development, project management, expense management, billing, compliance, and customer service. Utilizes advanced research skills to achieve developmental and operational goals aligned to an organization's short and long-term business strategies. Demonstrates success in troubleshooting critical issues, designing new systems, and change management. Ability to engage performance strategies and actions both for profit and non-profit enterprises. Knowledge and experience in application of systemic approaches to improvement. Thrives in high performance cultures and well versed in handling highly sensitive and confidential information. Adept in internal and external communications.

EXPERIENCE

- | | | |
|--------------------------|--|--------------------|
| 09/2016 – Present | University of Texas at El Paso – College of Business Administration
<i>Manager - Accounting and Information Systems (AIS) Department</i> <ul style="list-style-type: none">• Manage and coordinate activities of personnel involved in performing internal operations• Develop, supervise, and streamline office services and related activities for maximum utilization• Conduct interviews, handle new hires, create orientation and training practice• Coordinate the AACSB accounting accreditation tasks• Aids with the management of the Master of Accountancy and Certificate of Accountancy programs• Compile and submits managerial reports required by state, local, and federal regulatory agencies• Ensure compliance with all state and university policies• Participates in various committees, professional trainings, industry conferences and conventions• Act as liason between department and alumni and AIS Advisory Board Members | El Paso, TX |
| 03/2016 – 08/2016 | Tenet - The Hospitals of Providence
<i>Finance Intern</i> <ul style="list-style-type: none">• Internship rotating through various facilities in the El Paso Market• Rotated through departments reporting up to the Chief Financial Officer including Admitting, Contracts Management, Clinical Research, Decision Support, Materials Management, Revenue Analysis, and Scheduling/Insurance Verification• Completed Projects:<ul style="list-style-type: none">• Physician On-Call Survey for Contracts Management• Daily Summary, QS Report, A130, A131 and Medical Unlimited Billing Project for Revenue Analysis• Disputed Claims Reporting for Admitting and Revenue Analysis | El Paso, TX |
| 09/2011 – 01/2016 | Pierce & Little, P.C.
<i>Office Administrator</i> <ul style="list-style-type: none">• Manage and administrate corporate commercial litigation office and staff• Develop corporate strategies and streamline office processes• Conduct interviews, handle new hires, create orientation and training practices, design employee code of conduct and benefits packages, and conduct performance evaluations• Input bookkeeping transactions, administer payroll, facilitate monthly billing, create budgets, and compile managerial and financial reports• Ensure compliance with various local, state, and federal agencies• Act as liaison for information technology administrator and other vendors | El Paso, TX |
| 11/2008 – 01/2012 | Macy's
<i>Administrative Support Team Associate</i> <ul style="list-style-type: none">• Provided cross-functional assistance in operational, administrative, human resources, and customer service areas to achieve sales, service and profit goals | El Paso, TX |

- Operational functions included prioritizing workload, compiling executive reports, distributing incoming communications, handling customer correspondence, legal compliance, audits, acting as liaison for systems and technology team, and shipping
- Human resources and staffing included acting as liaison for district departments, coordinating schedules, orientating new hires, arranging interviews/orientations/trainings, and maintaining compliance reporting and records
- Cash office and expense management included performing cash deposit, balancing vault/change drawers/store checkbook, replenishing registers, resolving cash shortages, maintaining supply budget logs
- Selected to Associate to Manager Program
2010 - *Real-time Inventory System Controller*
02/2010 & 03/2009 - *Integrity Always Award*
Fall 2009 - *100% for Cash Office Compliance*

- 09/2008 – 05/2009 University of Texas School of Public Health El Paso, TX**
Biostatistics Assistantship
- Assisted principal investigator in data analysis
 - Organized, reviewed and summarized data by developing graphs/charts
- 08/2004 – 10/2007 Southwest Foundation for Biomedical Research San Antonio, TX**
Research Assistant
- Oversight of developmental, operational, and research activities in a cancer pharmaceutical research laboratory dedicated to drug discovery
 - Conducted cell culture, immunofluorescence, microscopy, western blotting, and flow cytometry
 - Assisted principal investigator compiling and editing publication and grant submissions
 - Collected and analyzed data
 - Supervised, trained, and coordinated student interns in laboratory
 - Managed supply ordering system and maintained safe, clean environment
 - In emergency situations, responsible for implementing laboratory contingency plan

EDUCATION

- 01/2014 – 12/2015 Master of Business Administration El Paso, TX**
University of Texas at El Paso
- GPA 3.7/4.0
 - Concentration: **Finance**
- 2015 - *AMBA Student Body Representative for Association to Advance Collegiate Schools of Business (AACSB) Review*
2014-2015 - *Sandra Tyler Scholarship*
- 03/2015 China International Research Course Beijing, China**
University of Texas at El Paso Shanghai, China
- Conducted Research on International Corporate Governance Structures
 - Presented findings to faculty instructor for course grade: A
- 09/2008 – 12/2009 Graduate Certificate in Public Health El Paso, TX**
University of Texas School of Public Health
- GPA: 3.4/4.0
- 08/2000 – 05/2004 Bachelors of Science in Biology San Antonio, TX**
University of the Incarnate Word
- GPA: 3.7/4.0, Magna Cum Laude
 - Minors: Chemistry and Psychology
- 2004 - *Excellence in Biology Award*

ORGANIZATIONS, AFFILIATIONS, AND COMMUNITY INVOLVEMENT

- | | | |
|------------------|---|---|
| 2016-2017 | Jovenes Empresarios Leadership Program (El Paso Hispanic Chamber of Commerce) | <i>Executive Board Member/Business Committee Chairperson('17), Member ('16)</i> |
| 2016-2017 | Zoning Board of Adjustment (City of El Paso) | <i>City Appointee/Board Member</i> |
| 2015-2017 | UTEP College of Business Administration Alumni Chapter | <i>Board Member</i> |
| 2015-2017 | UTEP Alumni Association | <i>Member</i> |

2014 & 2015	UTEP COBA Mentorship Program
2015	Paso del Norte Venture Competition and Expo
2012	Society of Human Resources Management
2004	Texas Phi Chapter of Alpha Chi
2001-2004	UIW Black Student Organization

Mentee
Member of 3rd Place Team
Member
Inductee/Member
Vice-President('03-'04) Treasurer('02-'03)

PERSONAL

Basketball: Basketball has been an integral part of my life; countless hours were spent watching family members play, training, competing in tournaments, and participating in camps to help others. My dedication culminated with an experience of a lifetime, playing collegiate-level basketball; this allowed me to fulfill a dream and make lifelong friendships.

Volunteerism: I enjoy giving back to the community. I jump at the opportunity to promote causes focusing on the advancement of women and children. Volunteering is gratifying, humbling, and reminds me that the human spirit is truly powerful. Some organizations/events include United Way Young Leaders Society, The Rape Crisis Center of San Antonio, El Paso Alumnae Chapter of Delta Sigma Theta Sorority, Inc.'s African American Knowledge Bowl, Radford Elementary School, and Cable Elementary School's Career Day.

Small Business Consulting: I have a passion for aiding new and seasoned entrepreneurs focus on initial development and improvement of their businesses. I find providing services to startup businesses rewarding because it utilizes my education and skills to help others pursue their business dreams.

PUBLICATIONS

- Lee L, Davis R, Vanderham J, Hills P, Mackay H, Brown T, Mooberry SL, Lee M. 1,2,3,4-Tetrahydro-2-thioxopyrimidine analogs of combretastatin-A4. *Eur J Med Chem.* 2008 Sep; 43(9):2011-15.
- Medina RA, Goeger DE, Hills P, Mooberry SL, Huang N, Romero LI, Ortega-Barria E, Gerwick WH, McPhail KL. Coibamide A, a potent antiproliferative cyclic depsipeptide from the Panamanian marine cyanobacterium *Leptolyngbya* sp. *J Am Chem Soc.* 2008 May 21;130(20):6324-25.
- Johnson M, Younglove B, Lee L, LeBlanc R, Holt H Jr, Hills P, Mackay H, Brown T, Mooberry SL, Lee M. Design, synthesis, and biological testing of pyrazoline derivatives of combretastatin-A4. *Bioorg Med Chem Lett.* 2007 Nov 1;17(21):5897-901.
- Clark EA, Hills PM, Davidson BS, Wender PA, Mooberry SL. Laulimalide and synthetic laulimalide analogues are synergistic with paclitaxel and 2-methoxyestradiol. *Mol Pharm.* 2006 Jul-Aug;3(4):457-67.
- Gross H, Goeger DE, Hills P, Mooberry SL, Ballantine DL, Murray TF, Valeriote FA, Gerwick WH. Lophocladines, bioactive alkaloids from the red alga *Lophocladia* sp. *J Nat Prod.* 2006 Apr;69(4):640-4.