

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 Maria Elena Garza D'Vargas to the Zoning Board of Adjustment by

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

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City of El Paso Zoning Board of Adjustment

NOMINATED BY: Representative Claudia Ordaz Perez DISTRICT: 6

NAME OF APPOINTEE Maria Elena Garza D'Vargas
(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 – ALTERNATE MEMBER

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: Patrice Hills
10-1-2019

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 : 10-2-19

EXPIRATION DATE OF NEW APPOINTEE: 10-1-2021

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

2nd TERM: _____

UNEXPIRED TERM: _____

MARIA ELENA GARZA D'VARGAS

Administrative Manager who knows what it takes to contribute to the improvement of finance within an organization. 30 years managing a successful business representing and distributing industrial products for the Maquila Industry along the US-Mexico border. Experienced designing and implementing administrative programs that improve the overall quality of service to our customers. Develop entrepreneurial guidelines to export industrial products worldwide. Creative, strategist with the ability to adapt new concepts and directions, embraces new challenges and learning opportunities. Experience in the Private Industry and Governmental organizations.

AREAS OF EXPERTISE

Management Development Programs	Compliance Policies & Procedures	Profit & Loss Management
Performance Measurement & Motivation	Staff recruitment & training	Budgeting & Goal Setting

CARRER HIGHLIGHTS

Seltek International, Inc. – Owner/Administrative Manager 1985 – Present

Multi-million dollar minority owned company with corporate offices in the United States and Mexico, Representing and Distributing Industrial Products from European, Asian and American companies to supply the automobile and Electronic Industry in the Maquila sector. Seltek offices are located in El Paso, Texas; Cd. Juarez, Chih; Tijuana BC; Monterrey, N.L.; Guadalajara, Jal; Chihuahua, Chih. and Canada.

City of Sunland Park, NM - Treasurer and City Clerk for the City 2000 – 2004

Manage City finances; oversees Human Resources Department; Prepare, present and file the documentation of Council meetings; attend public representations; Coordinate audits of the city and act as a guardian of all city assets.

IRS - Auditing Department – Austin, Texas 1983 – 1985

Performed audits to small business within the area of the State of Texas.

LOZA Enterprises - Inventory Control Manager 1981 – 1983

Control inventory of different locations and warehouse that exported electronic equipment to supply the hotel Industry in Mexico.

Mexico Government Office – Property Tax Collector 1980 - 1981

Collector or Real Estate taxes and register newborns to attest birth certificates.

Boss Manufacturing Co. (Industrial Gloves) – Administrator - MAQUILA INDUSTRY 1969 – 1975

Assign location of machines and offices for the creation of a new building that would manufacture industrial gloves; hiring personnel, implement administrative processes

A.C. Nielsen Co. de Mexico – Computer Information Dept. – MAQUILA INDUSTRY 1966 - 1968

Computer information Dept. - Totalize value of exchanged coupons to pay assigned retailers.

EDUCATION

MASTERS OF PUBLIC ADMINISTRATION

NMSU (THESIS PENDING) - 1995

BACHELOR OF BUSINESS ADMINISTRATION -ACCOUNTING

UNIVERSITY OF TEXAS AT EL PASO - 1977

OTHER EXPERIENCES

Volunteer for CASA – IRS

Fund Raising campaigns for the arts in the border community

Board Member of the Center Against Sexual and Family Violence

Board Member of the El Paso Public Library Association

Board Member of the Family Center of El Paso

LANGUAGES

Fluent oral and written in English and Spanish