

DATE: 10/22/19

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 29, 2019

Appointment of Vanessa Gavaldon to the Open Space Advisory Board by Representative

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

### **BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: City of El Paso Open Space Advisory Board

NOMINATED BY: Representative Claudia Ordaz Perez DISTRICT: 6

NAME OF APPOINTEE Vanessa Gavaldon  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: N/A

CITY: N/A ST: N/A ZIP: N/A PHONE: N/A

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: \_\_\_\_\_

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

N/A

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

NAME OF INCUMBENT: Robert Geyer  
6-30-2019

EXPIRATION DATE OF INCUMBENT: \_\_\_\_\_

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

DATE OF APPOINTMENT: 10-29-19

TERM BEGINS ON : 7-1-19

EXPIRATION DATE OF NEW APPOINTEE: 6-30-23

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: x

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# Vanessa Gavaldon

I am an experienced professional with superior ability to motivate personnel and enhance the overall efficiency, performance and compliance of the workplace with standard procedures and regulation. My track record of exceptional service on achieving goals and objectives safely, accurately and on time is demonstrated by numerous commendations. I have an established reputation for accuracy and dependability.

My work ethic has proven beyond expectations by performing with integrity, dedication, and self-motivation. I excel in leadership and reliability.

## EDUCATION

University of Texas at El Paso

El Paso, Texas

Major: Bachelor of Science in Civil/Environmental Engineering

Minor: Spanish/Creative Writing

Societies/Organizations: American Society of Civil Engineering, Society of Women Engineers

## EXPERIENCE

February 2016 to June 2019: Engineer- Dannenbaum Engineering

- Designed roadway and basins for Loop 375, Socorro, Zaragoza, Purple Heart using Microstation, Geopak, and SITE
- Participated at Public meetings
- Helped create contract documents for city projects using TXDOT Specifications and helped correct specification data list.
- Reviewed quantities on various Plan Sheets and Cost Estimates
- Created schedules for projects using Primavera
- Utilized Google Earth to bring in Google aerials into Microstation, and bringing proposed project into Google Earth.
- Handled cost-of-materials estimations, report and document tracking, project documentation, and invoice/agreement verification
- Attended Environmental Conferences in Texas

June 2014 to February 2016: Receptionist- Dannenbaum Engineering

- Computer entry
- Participated at Public meetings
- Helped create contract documents for city projects using TXDOT Specifications and helped correct specification data list.
- Assisted civil engineers on several key projects involving roadway designs and improvements by correcting redlines and printing using Microstation
- Assisted civil engineers on Removal Layout Sheets, SW3P Sheets, Environmental Plans and EPIC Sheets by labeling and coding items using TXDOT requirements and quantifying items needed for removal or additions.
- Assisted civil engineers in reviewing quantities on various Plan Sheets and Cost Estimates
- Assisted civil engineers with creating schedules for projects using Primavera
- Assisted civil engineers by utilizing Google Earth to bring in Google aerials into Microstation, and bringing proposed project into Google Earth.
- Handled cost-of-materials estimations, report and document tracking, project documentation, and invoice/agreement verification
- Coordinated schedule, appointments and travel arrangements; managed expense account and recovery.
- Prepared, recorded, checked over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Opened and distributed incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Set up and upheld manual and automated information filing systems
- Ordered workplace supplies and maintain record
- Scheduled and verify appointments and meetings of managers

August 2013 to March 2014: CSR-Assistant Manager at OMNI Financial-Loan Officer

- Successfully implemented new methods that improved Accounts Receivable collections from the companies average of 60-50 days to an average of 35 days.

- Provided Support to the Sales Department to set up higher Customer's credit account based on their credit history and worthiness.
- Prospecting and generating income in the following consumer lending products: real estate refinance, Secured and Unsecured loans, Credit Cards and other auxiliary products. Acquired experience in consulting customers to improve their financial position, by designing loans based on their current financial needs and goals.

#### April 2010 to August 2013: Personal Assistant-Laura's Productions

- Clerical
- Computer entry
- Provided continuous, high quality support to President/CEO. Coordinated schedule, appointments and travel arrangements; managed expense account and recovery.
- Proofed and edited speeches, reports and press releases; screened calls and communicated directives to Board members and company shareholders.
- Managed President's securities portfolio and prepared regulatory filings as needed. Acted as liaison to stockbrokers, accountants and legal counsel.
- Organized annual shareholder meetings, including site selection, catering and preparation of appropriate materials.
- Build and maintain close customer relations with existing accounts to build loyalty and strong business ties. Generate new business through telemarketing and sales calls, or by appointment.
- Assisted the CEO with the development and implementation of sales and marketing strategies for the Agency, including the solicitation of new accounts as well as establishing rapport with existing Clients to maintain customer satisfaction and maximize the profitability of the venue.
- Actively attended and represented the Agency at tradeshow and Business' showcase events
- Coordinated activities with advertising agencies and various other media companies. Arranged and planned meetings and discussions.
- Performed all promotional activities: Press releases, advertisements and liaising with other venues to maximize local and regional PR opportunities.
- Developed and managed productive relationships with Press and Media leaders in coordination with PR consultant. Prepared and executed media-related plans, activities and events.

#### February 2008 to February 2009: Merchandising/Marketing Assistant-Lucchese

- Clerical
- Computer entry
- Merchandising of product
- Assisted the marketing manager and the marketing team with all marketing activities
- Developed product descriptions
- Handled production of marketing materials and literature
- Coordinated the production of a wide range of marketing communications
- Provided support for marketing events and exhibition displays
- Wrote articles and designed promotional adverts
- Prepared marketing blogs and looked after social media marketing
- Uploaded product information to e-commerce websites
- Kept marketing department's documentation and databases up-to-date
- Validated product inventory and updated promotions
- Participated in weekly team meetings and other key meetings to gain exposure to the business
- Coordinated activities with advertising agencies and various other media companies – Arranged and planned meetings and discussions.
- Performed all promotional activities: Press releases, advertisements and liaising with other venues to maximize local and regional PR opportunities.
- Developed and managed productive relationships with Press and Media leaders in coordination with PR consultant – Prepared and executed media-related plans, activities and events.
- Hands-on experience in sketching designs for boots, selecting fabrics and colors and managing the complete design of the boot lines
- Performed market research and interacted with the public to understand the trends and requirements
- Assisted in sketching patterns for varied ranges of men's, women's and kids boots
- Provided material specifications and accessory requirements for boot line
- Provided catalog designs for print and online marketing
- Responsible for updating company website, social media presence, and media kits
- Maintained and organized office files while updating contact and mailing lists.
- Kept up to date with media trends regularly – arranged and monitored advertising responses and surveys.
- Monitored advertisement-response data; prepared presentations to company.

- Promoted product on various media sources as spokesperson (Facebook, YouTube)

May 2006 to August 2007: Receptionist-Casa Nissan

- Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Set up and uphold manual and automated information filing systems
- Order workplace supplies and maintain record
- Schedule and verify appointments and meetings of managers

October 2002 to April 2006: Administrative Assistant Olivas Aviation

- Computer Entry
- Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Organize travel schedules and book reservations
- Determine and launch office procedures
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Set up and uphold manual and automated information filing systems
- Order workplace supplies and maintain record
- Schedule and verify appointments and meetings of managers

December 2002 to present: Model for Laura's Productions

- Promoted new designs, products, clothes and services in television shows, commercials, films and videos. (Miss Texas USA/Miss El Paso USA Pageants, Days of Remembrance Bridal Show, AIDS Benefit Hair Show, etc.)
- Presented clothing, designs and products in commercials, runways, advertisements, and/or fashion shows.

May 2006 to September 2006: Western Refining Co.-Intern-Environmental Department

- Performed data management and technical report writing and proposals.
- Conduct air dispersion modeling analysis.
- Collect, validate, and report ambient air quality and meteorological data.
- Assemble permit applications, understand existing regulations and continue to review new and proposed regulations as they relate to industrial clients.
- Assisted in maintaining and updating project files properly and in a timely manner. Assisted in information management, such as library reference material.
- Assisted in organizing public involvement meetings and hearings.
- Helped in coordinating tasking, forecasting, tracking and reporting of all related environmental schedule, budget and risk elements.
- Performed field collection of air pollution samples in morning.
- Performed validation and archival of collected samples in the afternoon and prepared samples for the following day.
- Performed simple data processing.
- Performed basic equipment maintenance in field and laboratory.
- Determined effectiveness of corrective and control measures.
- Documented worker exposures and identified abatement procedures as necessary.
- Prepared technical reports detailing findings and recommendations from assessments.

### **ABILITIES**

Able to communicate clearly, concisely, and effectively.

Able to give and to follow written and oral directions.

Able to communicate in English and Spanish fluently.

Able to use various computer software such as: Microsoft Word, Microstation, Geopak, SITE, Project Wise, Primavera, AutoCAD, Adobe, Access, Excel, Outlook, Front Page, Publisher and Power Point, OWLS

### **COMMUNITY ACTIVITIES**

EP Rays Little League Team Coach: 2013-Present

Keystone Heritage Project Volunteer: 2003-2008

Humane Society of El Paso Volunteer: 2001-2010

Del Sol Medical Hospital Volunteer: 1998-2009

Opportunity Center Volunteer: 1998-2009

Fabens Cemetery Cleanup Crew: 1996-2009

### **REFERENCES**

AVAILABLE UPON REQUEST