

DATE: November 4, 2009

TO: City Clerk

FROM: Representative Carl Robinson

ADDRESS 2 Civic Center Plaza 10th Fl., El Paso, TX TELEPHONE 915-541-4400

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

Agenda for the Council Meeting of November 10, 2009

Item should read as follows: Appointment of Luis Ruiz to the Parks and Recreation Advisory Board as requested by Representative Carl Robinson, District 4.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: Representative Carl Robinson DISTRICT: 4

NAME OF APPOINTEE Luis Ruiz
(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: William Medrano

EXPIRATION DATE OF INCUMBENT: 10-14-2009

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

DATE OF APPOINTMENT: 11-10-2009

EXPIRATION DATE OF NEW APPOINTEE: 10-14-2013

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

2nd TERM: _____

UNEXPIRED TERM: _____

Luis M. Ruiz

Work Qualities	Very strong work ethic and the ability to work well within a team environment. Highly engaged, motivated, requiring little direction, and capable of working on own initiative. Proficient in computers in particular Microsoft Word, Power Point, Outlook. Knowledgeable in Excel, Access, data-entry, and spreadsheets. Able to type 35 WPM and dictation.	
Languages	Bilingual: English and Spanish – speak, read, and write.	
Work Experience	01-08/Present El Paso, TX	Tatitlik Management Inc.
	OPFOR (OPPOSING FORCES)	
	Training all U.S military branches in tactical warfare and counter-terrorism	
	10-06/11-07, 05-97/08-97 El Paso, TX	City of El Paso- Parks and Recreation- Aquatics Veterans Pool, Nations Tobin Pool
	Swim Coach/Lifeguard	
	To teach children the basic fundamentals of competitive swimming on a high level, by providing optimal training in the water and on land. Also providing discipline, motivation, and teamwork skills for all children at different age levels. To maintain a safe work environment by providing first-aid to patrons in need.	
	05-05/09-05, 05-06/09-06 EL Paso, TX	County of El Paso- Parks and Recreation Gallegos Pool, Ascarate Pool
	Pool Manager/Lifeguard	
	To maintain a clean and workable facility for patrons and staff, also to make work schedules for all guards and instructors.	
	10-02/04-03 El Paso, TX	State of Texas- House of Representatives
	Administrative Assistant	
	Maintain office running on day to day operations. Handling all types of administrative duties including filtering mail, answering phones calls, creating data-bases, and data-entry. Also setting up meetings and conferences with constituents and elected official that are on the local, county, and state level.	
Education	08-96/05-00 – Cross-Country, Wrestling, Swimming, Track, Journalism, Broadcast Journalism, and Yearbook staff.	Parkland High School – El Paso, TX – Diploma
	12-01/09-02 – Forensics Team.	Western Technical College – El Paso, TX – COCMA/CMA
	01-03/06-04 – Forensics Team.	El Paso Community College – El Paso, TX – (Major: Kinesiology)
Clubs and Organizations	2009 -Present-City of El Paso-Open Space Advisory Board Member 2008-2009-City of El Paso- Museum of History- Former Advisory Board Member 2006- Present- El Paso County Democratic Party- Precinct Chair #55 / Legislative Committee 2006- Present- El Paso Young Democrats- Vice Chair- Community Services 2005- Present- Camino Real Mexican American Democrats- Vice Chair- Youth Development	
Volunteer experience	Volunteer coach at Parkland Elementary grades 1 st thru 5 th from 10-99 to 04-00. Volunteered in several political campaigns from governor races to local water district races. Volunteered in building the very first skate park at the N.E YMCA in 1999.	
References	Upon request	