

DATE: November 5, 2014

TO: City Clerk

FROM: Representative Claudia Ordaz

ADDRESS: 300 N. Campbell 2nd Floor, El Paso, TX TELEPHONE 915-212-0006

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

Agenda for the Council Meeting of November 11, 2014

Item should read as follows: Appointment of Donna AlHakeem to the Public Service Board Selection Committee by Representative Claudia Ordaz, District 6.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Public Service Board Selection Committee

NOMINATED BY: Representative Claudia Ordaz DISTRICT: 6

NAME OF APPOINTEE Donna AlHakeem
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79932 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:

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

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 11/11/2014

TERM BEGINS ON : 11/11/2014

EXPIRATION DATE OF NEW APPOINTEE: 12/31/9999

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

Donna AlHakeem

Objective

To function as a highly motivated engineer and economist aiming to achieve success. Consistently deliver quality work and accomplish all assigned tasks effectively.

Education

UNIVERSITY OF TEXAS AT EL PASO – EL PASO, TX
Master of Science in Electrical Engineering, currently seeking degree
GPA: 3.7/4.0

UNIVERSITY OF TEXAS AT EL PASO – EL PASO, TX
Bachelor of Science in Electrical Engineering, 2011
Concentration: Fields and Devices
GPA: 3.06/4.0

Skills Summary

- ◆ **Programming Languages:** C, Assembly, MATLAB;
- ◆ **Operating Systems:** Unix, Windows XP, Windows 7, Windows 8;
- ◆ **Software:** Microsoft Visual Studio, Microsoft Office (Word, Excel, PowerPoint), Quartus II, Cadence, OrCAD, PSpice, MV-90 xi;
- ◆ **Lab Equipment Experience:** DSA (Digital Signal Analyzer)/spectrum analyzer, function generator, multimeter, power supply, oscilloscope;
- ◆ **Miscellaneous:** Effective written and verbal communication, strong problem-solving skills, analog and digital circuit design.

Professional Experience

EL PASO ELECTRIC

ECONOMIST-ASSOCIATE

06/2014 – CURRENT

- ◆ Compile, aggregate, and analyze large amounts of electricity load profile data related to the El Paso Electric service territory.
- ◆ Prepare schedules and assist in the preparation of a testimony for regulatory proceedings in a timely and accurate manner.
- ◆ Assist in auditing and reviewing data, reports, and presentations for accuracy.
- ◆ Coordinate with all departments to update company goals and maintain divisional level task trackers. Meeting with divisional executives for quarterly reviews for documentation and to maintain the task tracker.
- ◆ Provide economical and statistical analysis on company related issues.
- ◆ Administer the Interruptible Load Control programs and insure compliance is met through data analysis.
- ◆ Comply with company policies, procedures and code of ethics.