

DATE: November 4, 2019

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0008

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

Agenda for the Council Meeting of November 12, 2019

Appointment of Barbara Martinez to the Retired and Senior Volunteer Program Advisory

Item should read as follows: Council

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

NAME OF BOARD/COMMITTEE/COMMISSION: Retired and Senior Volunteer Program Advisory Council

NOMINATED BY: City Representative Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Barbara Martinez  
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

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: NO

**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: Terry Scott

EXPIRATION DATE OF INCUMBENT: July 1, 2016

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

DATE OF APPOINTMENT: November 12, 2019

TERM BEGINS ON : November 12, 2019

EXPIRATION DATE OF NEW APPOINTEE: November 11, 2023

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

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

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

# BARBARA MARTINEZ

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## EDUCATION

DECEMBER 2006

**BACHELOR'S OF SCIENCE**, MANAGEMENT / HUMAN RESOURCES

PARK UNIVERSITY

...graduated Magna Cum Laude

## WORK EXPERIENCE

MAY 2012 – FEBRUARY 2019

**EXECUTIVE ASSISTANT, MANPOWER** AT IBM GLOBAL ADMIN, IBM CORPORATION

Six weeks after retiring from IBM; commenced working for Manpower at IBM Global Administration. I worked in El Paso, TX and provided remote Executive Assistant support to 1-4 executives (VP, Directors, Hi-level Program Managers) at any given time during these seven years. The role of a 'contracted' assistant is the same as an IBM hired 'regular' assistant ([See IBM](#)).

SEPTEMBER 1984 – MARCH 2012

**RETIRED, IBM CORPORATION**

--I RETIRED FROM IBM ON MARCH 30, 2012 AFTER 27 ½ YEARS EMPLOYED. I AM GRATEFUL FOR THE EXPERIENCE AND THE FRIENDS AND ACQUAINTANCES MADE DURING MY TIME AT IBM.

**EXECUTIVE ASSISTANT, IBM CORPORATION**

--Commenced in El Paso, Texas in September 1984 as a Secretary supporting two Marketing Managers and two System Engineer Managers. At that time; we did not have computers for daily tasks in coordinating schedules. We answered telephones and mail was hard-copy vs electronic. My role progressed thru the ranks to the level of Executive Assistant.

## **BARBARA MARTINEZ**

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El Paso, Texas 79912  
915-587-7501 (home), 915-240-5959 (mobile)  
Email: [bmrtnz56@gmail.com](mailto:bmrtnz56@gmail.com)

**Executive Assistants** are the one-stop point of contact for the executives supported, their internal colleagues/staff, as well as, contact for external clients to provide a wealth of knowledge on all things IBM (Lines of Business contacts, general IBM Guidelines, Client relations, etc.)

**General Duties:** coordinate daily calendars, teleconferences and on-site/off-site meetings; coordinate travels domestic & international; process travel expense reimbursements; be proactive to resolve issues with schedules & travels, expense accounts, work with assistants and provide back-up coverage when needed. Ensure execs, direct reports and staff meet all personnel related reviews, business conduct guidelines, etc.

### **EXECUTIVE ASSISTANT/EVENT PLANNER, IBM CORPORATION**

--Dallas, Texas 1998-2001. My role as Executive Assistant for Event Planning Team was to provide general assistant duties to the Executive and work with the staff in coordinating the e-Business University Conference for 3000-5000 attendees consisting of IBM Execs and staff, external clients and business partners.

**Duties:** Assist staff in coordinating logistics for off-site conference in Orlando, FL and/or San Diego, CA. Set up Hotel blocks, negotiate hotel Room Rate contracts, coordinate F&B and meeting space, manage the IBM onsite business office personnel, coordinated Room Monitor duties, managed the budget.

### **CUSTOMER SUPPORT REP, IBM CORPORATION**

--El Paso, Texas 1986-1990. My role as Customer Support Rep in the local branch office was to provide support to the sales team (marketing rep and system engineer) in processing their sales orders, managing the backlog, coordinating installations, and collecting payments for hardware & software sales.

### **JUNE 1979-SEPTEMBER 1984**

#### **MEMBERSHIP SERVICES SUPERVISOR/TELLER/RECEPTIONIST, GECU**

I started at GECU as Teller and worked my way up to Receptionist and then Membership Services Supervisor. As Supervisor managed 5 team leads overseeing Tellers, Receptionists, Research, and Proof departments. Managed 30-40 employees overall. Worked with executives to ensure our customers were served within reasonable amount of time and transactions/requests were accurately processed.

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## **SKILLS**

- Management/Supervisory
- Bookkeeping/Accounting familiar
- Accounts Payable & Receivables
- Expense Reconciliations (Concur app)
- Travel Planning (domestic & international)
- Proficient in Lotus Notes (email, calendar)
- Proficient in Microsoft Word, Xcel (familiar)
- Event Planning (Logistics-Hotels/Space, F&B, Audio, Budget)
- Team-Player
- Customer Service Oriented
- Tenacious
- Emotional Intelligence
- Critical Thinker
- Professional

## **REFERENCES**

Lucy Jacquez

Lead Teacher (volunteer) - ESL for Adults Program, Language Ministry, St. Pius X Parish  
Mobile: 915-261-4242

Graciela Padilla

Associate Relations Specialist, University Medical Center  
Office: 915-521-7440, Mobile: 915-256-9572  
Email: [gpadilla@umcelpaso.org](mailto:gpadilla@umcelpaso.org)

Anthony Aurigemma

Vice President, WW Sales, Security Opts & Response Solutions; International Business Machines (IBM)  
Mobile: 949-343-2632  
Email: [aurigem@us.ibm.com](mailto:aurigem@us.ibm.com)

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### **PERSONAL ACTIVITIES**

**Queen of Peace Parish, 09/2009-Present (volunteer):**

- Proclaimer of the Word (Lector) and Parish Council Ministries. Installed May 3, 2019 by Bishop Seitz.
- Ladies Guild Ministry since Sept 2009. Members coordinate the annual Arts & Crafts Bazaar. The bazaar is our largest revenue generating fundraiser activity. The funds are used to assist the parish, other ministries within the parish, and the El Paso community.
- Treasurer, September 2015-May 2019 – reporting & reconciling Ladies Guild monies with parish bookkeeper to keep Ladies Guild members aware of available funds to assist as needed.

**Sacred Heart Parish, 07/2017-Present (volunteer):**

- Catholic Daughters of the Americas (CDA), Court Reina Isabel la Catolica, #1581

**St. Pius X Parish, 09/2016-Present (volunteer):**

- Language Ministry- ESL for Adults, evening classes. I am the assistant/**co-teacher** in the Tuesday evening classes Sept-May.

**IBM El Paso, 06/2001-03/2012:**

- Site Liaison regarding IBM Charitable Contributions Campaign.
- IBM rep with the local United Way. Coordinated agency site visits and attended United Way meetings.
- Member of the United Way IMPACT Committee. Attended meetings to review & evaluate prospective agencies looking for funding by United Way.

**IBM Club, El Paso, 01/1985-01/1990:**

- Member of the IBM Club while in El Paso, TX.
- Served as Treasurer for two terms and passed regional audits in compliance with IBM guidelines.
- Served as President for one term---oversaw & worked with officers to coordinate local activities for the employees