

DATE: 1.25.22

TO: City Clerk

FROM: City Representative Cassandra Hernandez

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0003

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

Agenda for the Council Meeting of 2.1.22

Appointment of Bianca De Leon to the City Plan Commission by Representative Cassandra

Item should read as follows: Hernandez, District 3.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City Plan Commission

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Bianca De Leon

(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

1. DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X

2. IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: N/A

3. HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NO

4. 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: Carlos Gallinar

EXPIRATION DATE OF INCUMBENT: 03.15.22

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

DATE OF APPOINTMENT: 2.1.22

TERM BEGINS ON : 2.1.22

EXPIRATION DATE OF NEW APPOINTEE: 3.15.23

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

2nd TERM: _____

UNEXPIRED TERM: X

CAREER PROFILE

- Experience managing more than \$2 million grant portfolio for public health programs
- Outstanding leadership and organizational skills
- Effective and cooperative team leader and player
- Ability to work independently and take initiative
- Intermediate fluency in Spanish

EDUCATION

Master of Arts in International Education

SIT Graduate Institute, Brattleboro, VT (Nov. 2009)

Bachelor of Arts in International Relations

Concentration in Latin American Studies
St. Edward's University, Austin, TX (2004)

Studies in Spanish Language and International Relations

Universidad de Pablo de Olavide, Spain (2003)

Studies in Spanish Language and Mexican Culture

Instituto Tecnológica y de Estudios Superiores de Monterrey, Mexico (2000)

PROFESSIONAL EXPERIENCE

Independent Contractor

El Paso, TX (2021-present)

- Manage regional Board of Directors training program and update curricula
- Develop proposals for grant applications and submission
- Create and implement board matching program for young professionals
- Serve as a grant proposal reviewer
- Conduct programmatic strategic planning

Program Officer

Paso del Norte Health Foundation, El Paso, TX (2012-2021)

- Strategically developed and led several public health initiatives
- Implemented capacity building and technical assistance for grantees and community partners
- Created the framework and led the implementation of a binational community network
- Managed communication, policy, and evaluation strategies within multiple initiatives
- Oversaw requests for proposals and provided recommendations for funding
- Led grants team in developing and implementing procedures for effective grantmaking

BIANCA A. DE LEON

Fund Development Manager

Girl Scouts of the Desert Southwest, El Paso, TX (2012)

- Managed regional fundraising campaigns in West Texas and Southern New Mexico
- Prepared, submitted, and managed grant proposals to foundations and corporations
- Created marketing tools specific to fund development

Associate Director

San Miguel High School, Tucson, AZ (2010-2011)

- Managed student employee workforce of more than 300 high school students
- Developed summer training program and orientation for all student employees
- Collaborated with staff on development and implementation of program procedures
- Provided academic and internship advising to students
- Maintained effective hiring/termination practices for student employees
- Served as liaison between academic departments and work program
- Created Corporate Internship Student Advisory Committee

International Education Coordinator

ProMexico/ProWorld Service Corps, Oaxaca de Juarez, Oaxaca, Mexico (2008-2009)

- Participated in the development and delivery of orientation and re-entry programs
- Provided academic advising to students
- Recruited lecturers
- Coordinated and implemented all volunteer excursions
- Developed training manual for partner organizations
- Creator of Global Perspectives Initiative for implementation in nine international locations

VOLUNTEER EXPERIENCE

- Board of Directors, Member, Better Business Bureau Paso del Norte (2017-2020)
- Board of Directors, Member, Hope Border Institute (2016)
- Race El Paso, Volunteer (2012-2016)
- Young Leaders Society, Advisory Board Member (2013-2014)

REFERENCES AVAILABLE UPON REQUEST