



# Board Appointment Form

**Submitted On:**

Sep 20, 2023, 09:53AM MDT

City Clerk

<b>Appointing Office</b>	Representative Chris Canales, District 8
<b>Agenda Placement</b>	Consent
<b>Date of Council Meeting</b>	Tuesday, September 26, 2023
<b>Name of Board</b>	Veterans Affairs Advisory Committee
<b>Agenda Posting Language</b>	Re Appointment of Melissa Harcrow to the Veterans Affairs Advisory Committee by Representative Chris Canales, District 8.
<b>Appointment Type</b>	Regular
<b>List the nominee's qualifications to serve on this Board</b>	12 years of experience in the United States Army including eight years in management and leadership positions. Previous appointee to the Veterans Affairs Advisory Committee and currently serves as the Women Veterans Program Coordinator at the Texas Veterans Commission.
<b>Nominee Name</b>	Melissa Harcrow
<b>Nominee Email Address</b>	[REDACTED]
<b>Nominee Residential Address</b>	[REDACTED]
<b>Nominee Primary Phone Number</b>	[REDACTED]
<b>Which District does the nominee reside in?</b>	District 6
<b>Does the appointee have a relative working for the City?</b>	N/A
<b>Has the appointee been a member of any other city boards?</b>	Veterans Affairs Advisory Committee
<b>List all real estate owned in El Paso County</b>	[REDACTED]
<b>Previous Appointee</b>	Melissa Harcrow
<b>Reason for Vacancy</b>	Term Expired
<b>Date of Appointment</b>	September 26, 2023
<b>Term Begins On</b>	October 04, 2023
<b>Term Expires On</b>	October 03, 2027
<b>Term</b>	1st Term
<b>Upload File(s)</b>	2023.09.20 MelissaHarcrow_MasterResumé2023.pdf

# MELISSA HARCROW

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## **SUMMARY OF QUALIFICATIONS**

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- Twelve years of experience in the United States Army including eight years in management and leadership positions
- Experienced in strategic planning, resourcing allocation, and coordination with teams and peers
- Skilled in presentation preparation and public speaking
- Knowledgeable in developing and evaluating solutions, policies, and reports

## **EDUCATION & CERTIFICATIONS**

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Master of Business Administration  
The University of Texas at El Paso (UTEP) Awarded: 12/2020

Certified Associate in Project Management Awarded: 07/2021

## **WORK HISTORY**

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**Women Veterans Program Coordinator** 05/2023 - Present  
Texas Veterans Commission | El Paso, TX

- Prepares and conducts high-level briefings and presentations to legislators, government agencies, veteran's organizations, and other community leaders related to women veterans
- Assess the needs of women veterans with respect to benefits and services
- Provides guidance and recommendations to agency staff, government agencies, the legislature, veteran's organizations, community organization on women veteran's issues
- Advocates on behalf of women veterans in the State of Texas to include increasing public awareness about the gender-specific needs of women veterans
- Plans, develops, and coordinates women veteran's initiatives

**Quality Control (QC) Inspector** 07/2021 - 05/2023  
PRIDE Industries | Fort Bliss, TX

- Performs QC inspections on services and procedures for conformance in accordance with contractual obligations to the government and reports findings daily
- Acts as a Safety Inspector to identify, maintain, educate, and record all safety program requirements and violations increasing employee compliance by 10%
- Assigns Corrective and Preventive Action and Nonconformance Reports to entities that are noncompliant with the organization's QC Plan and government contract
- Identifies trend data for site management and writes narrative reports on statistical data and process audits

• **Administrative Support Assistant**  
City of El Paso | El Paso, TX

02/2020 - 01/2021

- Provided daily paraprofessional administrative support and performed office functions for the Office of the Mayor and the Chief of Staff
- Decreased response time by three business days by conducting independent research to resolve discrepancies or gather information for constituents
- Maintained and purchased office inventory and equipment, reconciled purchases, and submitted maintenance requests on a monthly basis
- Coordinated strategic goals with approximately 30 city departments and outside agencies on special projects

**Administrative Specialist**  
City of El Paso | El Paso, TX

11/2017 - 02/2020

- Assisted with planning and organizing special events and meetings as well as maintaining the City Council Representative's calendar
- Implemented a filing system and utilized Microsoft Access to create and maintain databases facilitating information exchange by 20%
- Supplied administrative support for the District 8 City Council Representative to resolve the concerns and needs of 85,000 constituents

**Logistics Staff Services Officer**  
U.S. Army | Fort Campbell, KY

07/2011 - 06/2014

- Chief advisor to the organization Director and Deputy Director in areas of supply operations and applicable regulatory guidance
- Accountable for various types of Army property valued at over \$560M dispersed throughout 46 locations worldwide
- Removed \$33M of excess equipment within the organization by directing transfers and returns of equipment
- Coordinated the acquisition and issue of 600 pieces of essential equipment

**SKILLS**

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- Proficient in Microsoft Word, PowerPoint, and Excel
- Excellent in oral and written communication
- Able to work both independently and in teams
- Knowledge in Women Veterans issues

## **VOLUNTEER EXPERIENCE**

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**El Paso Texas Women Veterans**  
Member | El Paso, TX

12/2022 - Present

- Instrumental in the creation of the organization inspired with the purpose to empower Women Veterans through education, providing resources, and building relationships
- Advocates for and increases public awareness of Women Veterans issues
- Recommend programs, policies and practices to reduce Women Veterans' difficulties in meeting basic needs

**City of El Paso Veterans Affairs Advisory Committee**  
Committee Chair | El Paso, TX

08/2021 - Present

- Assess and recommend programs, policies and practices to the Mayor and City Council to reduce Veterans' difficulties in meeting basic needs such as transportation, housing, employment and other areas affecting Veterans in the city
- Prepares and presents semi-annual committee and Veterans issues to the public and City leadership

**Team Red, White, and Blue (RWB)**

11/2020 - Present

Social Media Coordinator & Veteran Engagement Director | El Paso, TX

- Creates social media content to target the local veteran population
- Actively develops and sustains relationships with local Veteran Administration representatives (VA) and Veteran Service Organizations (VSOs)
- Conducts outreach by speaking about RWB by attending veteran resource events, veteran job fairs, and other VSO collaborative opportunities