



Board Appointment Form

City Clerk

Submitted On:

Sep 20, 2023, 09:53AM MDT

Appointing Office	Representative Chris Canales, District 8
Agenda Placement	Consent
Date of Council Meeting	Tuesday, September 26, 2023
Name of Board	Veterans Affairs Advisory Committee
Agenda Posting Language	Re Appointment of Melissa Harcrow to the Veterans Affairs Advisory Committee by Representative Chris Canales, District 8.
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	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.
Nominee Name	Melissa Harcrow
Nominee Email Address	
Nominee Residential Address	
Nominee Primary Phone Number	
Which District does the nominee reside in?	District 6
Does the appointee have a relative working for the City?	N/A
Has the appointee been a member of any other city boards?	Veterans Affairs Advisory Committee
List all real estate owned in El Paso County	
Previous Appointee	Melissa Harcrow
Reason for Vacancy	Term Expired
Date of Appointment	September 26, 2023
Term Begins On	October 04, 2023
Term Expires On	October 03, 2027
Term	1st Term
Upload File(s)	2023.09.20 MelissaHarcrow_MasterResumé2023.pdf

MELISSA HARCROW

SUMMARY OF QUALIFICATIONS

- 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

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

Women Veterans Program Coordinator Texas Veterans Commission El Paso, TX	05/2023 - Present
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- 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 PRIDE Industries Fort Bliss, TX	07/2021 - 05/2023
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- 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

- 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

El Paso Texas Women Veterans

12/2022 - Present

Member | El Paso, TX

- 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

08/2021 - Present

Committee Chair | El Paso, TX

- 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