



# Board Appointment Form

City Clerk's Office

**REVISED**  
1:54 pm, Feb 18, 2025

<b>Appointing Office</b>	Josh Acevedo, District 2
<b>Agenda Placement</b>	Consent
<b>Date of Council Meeting</b>	02/25/25
<b>Name of Board</b>	Ethics Review Commission
<b>Agenda Posting Language</b>	
Reappointment of Marco Covarrubias to the Ethics Review Commission by Representative Josh Acevedo, District 2.	
<b>Appointment Type</b>	Regular
<b>Member Qualifications</b>	
See resume.	
<b>Nominee Name</b>	Marco Covarrubias
<b>Nominee Email Address</b>	[REDACTED]
<b>Nominee Residential Address</b>	[REDACTED]
<b>Nominee Primary Phone Number</b>	[REDACTED]
<b>Residing District</b>	District 2
<b>City Employed Relatives</b>	N/A
<b>Board Membership</b>	
Ethics Review Commission (February 21, 2023 - February 20, 2025)	
<b>Real estate owned in El Paso County</b>	
3209 Savannah Ave., El Paso, TX., 79930.	
<b>Previous Appointee</b>	Marco Covarrubias
<b>Reason for Vacancy</b>	Term Expired
<b>Date of Appointment</b>	02/25/25
<b>Term Begins On</b>	02/21/25
<b>Term Expires On</b>	02/20/27
<b>Term</b>	Second Term

# Marco A. Covarrubias



Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



## Skills

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Relationship building

Public speaking



## Work History

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**2023-2-current**

### **Training Coordinator Supervisor**

*El Paso County Elections Departments*

- Develops procedure training and provides instruction to department staff, contract offices, and outreach Develops procedure training and provides instruction to department staff, poll workers, members of the public, and outreach programs which comply with the Texas Election Code
- Develops performance measures and conducts evaluations of poll workers, Rovers, and Route Supervisors
- Develops and presents oral and written presentations to the general public in both English and Spanish
- Attends and participates in meetings, training, and information sessions
- Demonstrates leadership and ability to deliver efficiency and quality at the highest of standards

**2022-03 – 2022-11**

## **Substitute Teacher**

*EPISD, El Paso, TX*

- Upheld classroom routines to support student environments and maintain consistent schedules.
- Took over class for regular classroom teacher, managing assignments, student needs and recordkeeping.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

**2019-11 - 2020-11**

## **Migrant Tutor**

*EPISD, El Paso, TX*

- Conducted tutorial services for migrant students to provide academic support in their curriculum as needed.
- Primarily responsible for providing supplemental academic support and enrichment opportunities to ensure migrant students meet the same achievement standards that all students are expected to meet and graduate from high school

**2016-01 - 2018-04**

## **Store Manager**

*One Stop Postal Shop, El Paso, TX*

- Reviewed and monitored scheduling, purchases and other expenses to maintain quarterly budget.
- Maintained proper product levels and inventory controls for merchandise and organized backroom to facilitate effective ordering and stock rotation.
- Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.
- Supervised guests at front counter, answering questions regarding products.



## Education

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2019-08 – 2022-12

### **Bachelor of Arts: Political Science and Government**

*The University of Texas At El Paso - El Paso, TX*

2018-01 - 2019-07

### **Associate of Arts: Interdisciplinary Studies**

*El Paso Community College - El Paso, TX*

2000-08 - 2003-05

### **High School Diploma**

*Montwood High School - El Paso, TX*



## Languages

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Spanish