

DATE: 05/25/2021

TO: City Clerk

FROM: City Representative Claudia L. Rodriguez, District 6

ADDRESS: 300 N. Campbell TELEPHONE (915) 212-0006

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

Agenda for the Council Meeting of May 25, 2021

Appointment of Darby S. Winters to the Museums and Cultural Affairs Advisory Board by City  
Item should read as follows: Representative Claudia L. Rodriguez, District 6

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

NAME OF BOARD/COMMITTEE/COMMISSION: Museums and Cultural Affairs Advisory Board

NOMINATED BY: City Representative Claudia L. Rodriguez DISTRICT: 6

NAME OF APPOINTEE Darby S. Winters  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

**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:**

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:** \_\_\_\_\_

**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: Carina Ramirez

EXPIRATION DATE OF INCUMBENT: 10/01/20019

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

DATE OF APPOINTMENT: 05/25/2021

**TERM BEGINS ON :** 05/25/2021

**EXPIRATION DATE OF NEW APPOINTEE:** 10/01/2023

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

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

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

# Darby S. Winters

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## EDUCATION

### **University of Texas at El Paso**

Master of Public Administration

Projected Graduation: 2021

### **University of North Carolina**

Bachelor of Arts, Art History

## CERTIFICATION

### **Texas Licensed General Lines Agent**

Property and Casualty

## PROFESSIONAL EXPERIENCE

### **HUB International, El Paso, TX**

#### ***Private Client Advisor***

MARCH 2021 - PRESENT, 40hrs/week

Provide insurance related information and guidance to field/clients. Prospect, identify and develop new clients. Educate clients on HUB's value, service, and offerings. Prepare/assist in contracting of clients and required paperwork. Develop and maintain current knowledge of HUB's core business partners and their products. Work optimally with team to ensure goals are met and client retention maintained. Attend and participate in ongoing education for industry knowledge.

### **City of El Paso, El Paso, TX**

#### ***Executive Assistant to the Mayor***

APRIL 2019 – JANUARY 2021, 40hrs/week

Perform complex administrative support duties to ensure efficient and effective office operations for the Mayor's office. Draft correspondence on the Mayor's behalf. Assist with talking points and drafting press releases. Attend meetings and hearings to gather information and act as a liaison. Assist businesses and constituents with finding resources and partnerships throughout the City. Create relationships with local representatives and businesses to better serve the City. Maintain confidentiality and communicate priorities or items of interest. Assist with requests as they may arise. Oversee and maintain the Mayor's Outlook mailbox and ensure all emails are forwarded to appropriate staff and follow up. Manage calendar and orchestrate meetings. Coordinate awards/recognitions. Write reports and prepare correspondence in response to public inquiries. Conduct research, gather data, evaluate and summarize findings. Prepare reports, summaries, and presentations. Receive complaints or inquiries from the public, provide appropriate response or refer to the City Manager for proper distribution to City departments. Draft and submit items for the City Council Agenda.

### **City of El Paso, El Paso, TX**

#### ***Senior Secretary***

MARCH 2017 - APRIL 2019, 40hrs/week

Perform a variety of staff support duties to assist department with office administration; Oversee Secretary, Senior Office and Office Assistants; Assist with internal records requests either by email, phone or in-person correspondence; Responsible for coordination and maintenance of all City-wide boards, commissions and committees; Registration of Lobbyists and compilation and filing of Activity Reports; Requisition and purchase orders as related to office needs; Preparation of City Council Agenda paperwork and backup

**Hotel Indigo El Paso Downtown, El Paso, TX****Front Desk Manager**

NOVEMBER 2015 - MARCH 2017, 40hrs/week

Oversee/manage Front Office Team; Serve in absence of General Manager; Create Schedules and orchestrate payroll; Opening team of Full Service IHG hotel; Developed Customer Service and conflict resolution based trainings; multi-line phones; cash drawer/gift shop inventory; fulfill guests requests as needed; oversee concierge; aid Food & Beverage Department as needed.

**Campus Langues, Paris, France****Private English Teacher & Tutor**

AUGUST 2014 - AUGUST 2015, 40hrs/week

Assessed competencies, created personalized curriculums, and delivered instruction

**GEM School, Marugame, Japan****Lead English Teacher**

JUNE 2013 - AUGUST 2014, 40hrs/week

English instructor at private language school responsible for 10 other teachers; Students age 6 months- 65; baby, elementary, middle, high school, and adult lessons, as well as private business English; Full lesson planning, immersive environment

**COMMUNITY INVOLVEMENT**

- **El Paso Chamber Leadership El Paso, member**
  - Leadership Class 42, Public Relations subcommittee
  - Class Project raised \$46,250 to benefit local non-profit
- **Operation H.O.P.E**
  - Served as liaison between 8/3 tragedy family members and Operation H.O.P.E. leadership to orchestrate funeral assistance
  - Assisted Operation H.O.P.E. with City recognition and outreach opportunities
  - Volunteer for annual Thanksgiving Food Drive
- **Great Khalid Foundation**
  - Served as liaison between 8/3 family members and the Great Khalid Foundation in orchestrating benefit concert
  - Assisted with Public Service Announcement for COVID/Backpacks for Kids