



Board Appointment Form

City Clerk's Office

Appointing Office	Chris Canales, District 8
Agenda Placement	Consent
Date of Council Meeting	09/30/25
Name of Board	City Plan Commission
Agenda Posting Language	
Appointment of Jim W. Dobrowolski to the City Plan Commission by Representative Chris Canales, District 8.	
Appointment Type	Regular
Member Qualifications	
Please see resume.	
Nominee Name	Jim W. Dobrowolski
Nominee Email Address	
Nominee Residential Address	
Nominee Primary Phone Number	
Residing District	District 8
City Employed Relatives	N/A
Board Membership	
N/A	
Real estate owned in El Paso County	
N/A	
Previous Appointee	Brandon Carrillo
Reason for Vacancy	Resigned
Date of Appointment	09/30/25
Term Begins On	05/02/24
Term Expires On	05/01/26
Term	Unexpired Term

Education

State University of New York at Buffalo

Master of Arts, History
GPA: 4.00

Buffalo, NY
February 1, 2020

Drexel University

Bachelor of Arts, International Area Studies, Honors Program
Concentrations: International Business & Economics, Spanish
GPA: 3.66

Philadelphia, PA
June 13, 2014

Work Experience

Prickly Pear Dental Care

Practice Administrator

El Paso, TX
September 2024-Present

- Manage all non-clinical aspects of this start-up dental practice, which will open for business in approximately November of 2025

Career Break

Stay-at-Home Parent

El Paso, TX
October 2020-June 2025

- Cared for two sons, born in 2020 and 2023, while managing most day-to-day household tasks and long-term projects

Thryv

Freelance Social Media & Marketing Writer

Remote
May 2016-December 2022

- Created original content and curated content from around the web to appear on Thryv clients' social media profiles (Facebook and Twitter)
- Uniquely assigned ~12 of Thryv's most demanding clients, those which require highly tailored and/or Spanish-English bilingual content on a monthly basis

State University of New York at Buffalo

Grader

Buffalo, NY
January 2019-May 2019

- Graded response essays for a 100-level history class of ~60 students; maintained grades in an Excel spreadsheet

State University of New York at Buffalo

Teaching Assistant

Buffalo, NY
August 2018-January 2019

- Served as one of two teaching assistants for a 200-level history class of ~120 students
- Assisted in creating three short-answer exams
- Graded exams and assignments including response essays, online discussion posts, and final papers; maintained grades in an Excel spreadsheet
- Held weekly office hours to address students' questions and concerns regarding class materials
- Chosen as the only MA student in the history department to be offered a teaching assistant position during this semester (positions are generally reserved for PhD students)

RWS Moravia

Freelance Content Producer

Remote
October 2015-January 2018

- Created objective, highly structured descriptions of qualifying hotels worldwide for the Google Hotel Editorial Project, the final results of which appear across a variety of Google platforms including Search and Maps
- Proofread the descriptions of other content producers, making edits for grammar, style, and accuracy to prepare the work for client audits
- Curated the Mexico City map for the Google "Areas of Interest" function, which highlights the notable dining and/or nightlife districts of cities worldwide

AL DÍA News Media

Strategy & Operations Associate (began as intern; continued as part-time employee)

Philadelphia, PA

April 2013-March 2014

- Supervised a four-person team in charge of distributing the Philadelphia region's largest Spanish-language news publication (~42,000 copies)
- Designed and maintained an Excel database of approximately 1,100 newspaper distribution points, adjusting for optimal efficiency and coordinating responses to problems at distribution sites
- Led bi-weekly meetings between delivery contractors and management, utilizing English and Spanish languages
- Drafted professional communications materials on behalf of the CEO and the Director of Strategy & Operations
- Fulfilled general office management tasks, handled inbound and outbound mailings, monitored and restocked office supplies, etc.

International Visitors Council (now Citizen Diplomacy International) of Philadelphia

Philadelphia, PA

International Programs Associate (intern)

September 2010-March 2011

- Drafted proposals, sent to the U.S. Department of State, seeking to bring international diplomatic visitors to the Philadelphia region via the International Visitor Leadership Program
- Scheduled professional meetings, transportation, meals and accommodations for international visiting groups
- Utilized Sesame, a database program, to input, organize and recall information regarding visiting groups

Target

Burlington, NJ

Hardlines Team Member

February 2007-June 2008

- Cleaned and organized all non-apparel departments of store
- Assisted customers searching for specific items, pulling items from storage and locating out-of-stock items in other, nearby stores
- Served as backup cashier and backup manager of electronics department

Certifications

University of Cambridge

Cambridge, UK

Certificate in Teaching English to Speakers of Other Languages (CELTA)

August 1, 2014

Leadership Experience

University at Buffalo Graduate History Association Treasurer, 2018-2019 academic year

Honors & Awards

- Drexel University 2014 Excellence in Foreign Language Study Award (Spanish)
- Drexel University 2014 Raymond M. Lorantas Endowed Prize in World History
- Pan American Association of Philadelphia 2014 Janice Bond Award Plaque for Graduating Seniors

Computer Skills

- Microsoft Office Suite (Word, PowerPoint, Excel)
- Social media management (Facebook, X, LinkedIn, Instagram, Pinterest)
- Extensive knowledge of SEO (search engine optimization) writing best practices
- Blackboard Learn, WordPress, Squarespace and Shopify content management skills

Language Skills

- English (native fluency)
- Spanish (full professional proficiency)