



Board Appointment Form

City Clerk

Submitted On:

Jun 13, 2023, 05:48PM MDT

Appointing Office	Representative Cassandra Hernandez, District 3
Agenda Placement	Consent
Date of Council Meeting	Tuesday, June 21, 2023
Name of Board	Americorps Seniors Advisory Council
Agenda Posting Language	Appointment of Christina Olivares to the Americorps Seniors Advisory Council by Representative Cassandra Hernandez, District 3
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	Person aged 55 or over, representative of a cross-section of the community and experienced in community volunteering and senior programming.
Nominee Name	Christina Olivares
Nominee Email Address	[REDACTED]
Nominee Residential Address	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Which District does the nominee reside in?	[REDACTED]
Does the appointee have a relative working for the City?	Yes. Bettina Olivares, Legislative Aide, Daughter
Has the appointee been a member of any other city boards?	Senior Volunteer Program Advisory Council
List all real estate owned in El Paso County	[REDACTED]
Previous Appointee	New Board
Reason for Vacancy	Term Expired
Date of Appointment	June 20, 2023
Term Begins On	June 20, 2023
Term Expires On	June 19, 2025
Term	1st Term
Upload File(s)	Christina Olivares - Resume - RSVP 10.26.21.docx

CHRISTINA OLIVARES

WORK EXPERIENCE

El Paso Helping People

Part-time Job Skills Trainer

2017 - Present

El Paso, Texas

- Partnership with Texas Workforce Commission/Vocational Rehabilitation
- Provide quality job coaching to clients
- Provide learning and working environment for clients

Retired with 30 years of Service with the El Paso Community College

12 - 2008

El Paso Community College

Student Services Manager

1978 – 2008

El Paso, Texas

- Managed the Registrar's Office at the Transmountain Campus
- Responsible for services - admissions, records, transcripts, suspensions, and graduations for Credit Courses
- Responsible for enrollment of Continuing Education Courses
- Supervised staff at Admission and Records Office
- Responsible for receiving and verifying faculty grades
- Advised prospective students on courses and programs for Credit and Non Credit
- Planned and implemented registrations for each semester
- Interviewed, hired, trained and supervised registration staff
- Coordinated space for events, meetings, and activities at campus
- Planned and implemented necessary tables, chairs and audio equipment for events
- Participated in Transmountain and Valle Verde campus meetings to develop procedures and customer services to increase student enrollment and student success
- During tenure at EPCC served as Officer of the Classified Staff Association and Professional Staff Association

Wheelchair and Walker Rentals

Customer Service Representative

1973 – 1978

El Paso, Texas

- Responsible for all customer service of walk-ins and incoming phone calls
- Knowledgeable of medical equipment and services
- Responsible for sales and services and handled money transactions
- Assisted with hiring, training and supervising staff
- Planned and implemented customer deliveries of services and medical equipment
- Assisted with home evaluations of wheelchair specifications for patients
- Conducted public relations visits with physician's office

CHRISTINA OLIVARES



COMMUNITY AND VOLUNTEER SERVICES


Current member of DECA Advisory Board
Current judge for DECA Competition
Past officer of the board of directors for Texas PTA in Austin
Past president and officer of local PTAs in El Paso
Served as officer for the local Neighbor Hood Watch Program
Volunteered-Saint Pius Church Ministries
Volunteered-Juvenile Probation Department

EDUCATION

El Paso Community College
Associate of Applied Science in Business Management

Graduated 1991

REFERENCES

Reference	Occupation	Relation	Contact #
➤ Carolyn Pufal	Counselor, Retired	Colleague: El Paso Community College	
➤ Diane Baray	Instructor, DECA Program at Montwood High School	Socorro Independent School District	