



Board Appointment Form

City Clerk

Submitted On:

Nov 15, 2023, 11:51AM MST

Appointing Office	Representative Cassandra Hernandez, District 3
Agenda Placement	Consent
Date of Council Meeting	Tuesday, November 21, 2023
Name of Board	Zoning Board of Adjustment
Agenda Posting Language	Appointment of Heidi Avedician to the Zoning Board of Adjustment by Representative Cassandra Hernandez, District 3, as a regular appointment.
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	El Paso City resident.
Nominee Name	Heidi Avedician
Nominee Date of Birth	[REDACTED]
Nominee Email Address	[REDACTED]
Nominee Residential Address	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Which District does the nominee reside in?	District 1
Does the appointee have a relative working for the City?	No
Has the appointee been a member of any other city boards?	No
List all real estate owned in El Paso County	[REDACTED]
Previous Appointee	Walter Lujan
Reason for Vacancy	Term Expired
Date of Appointment	November 21, 2023
Term Begins On	October 01, 2022
Term Expires On	September 30, 2024
Term	1st Term
Upload File(s)	Heidi Avedician_Res ume.pdf

HEIDI AVEDICIAN



SUMMARY

A self-driven individual who is able to partner with internal/external customers and who understands the importance of teaming up to achieve corporate initiatives. The ability to execute strategic plans in order to build long-lasting trust and excellent customer service.

PROFESSIONAL EXPERIENCE

ServiceMaster Commercial Cleaning by Legacy – El Paso, Texas **2018 – Present**

President/Owner

Provides professional cleaning and disinfecting services to commercial facilities.

- Maintain vendor relationships and develop new supply sources in order to reduce costs.
- Build and focus on customer satisfaction, loyalty and follow up; establish customer-centric culture of communication & accountability resulting in high customer reviews.
- Responsible for maintaining financial records, invoicing, accounts receivable/accounts payable, legal and tax documents and keeping accounting system up to date.
- Manage daily operations and processes to ensure service issues are handled efficiently.
- Implement recruiting strategies, sources and prescreens applicants as well as onboard and conduct on the job training.
- Create and update business and marketing plans to build brand awareness and sales.

RIO VALLEY BIOFUELS/GLOBAL ALTERNATIVE FUELS – El Paso, Texas **2014 – 2018**

Purchasing Manager

Responsible for sourcing equipment, chemicals, goods and services as well as managing vendors.

- Processed, reviewed and prioritized (RFQ) Request for quotation from several departments.
- Maintained vendor relationships and develop new supply sources where vendors are inadequate
- Evaluate prior sales to establish future fulfillment needs
- Track company needs and products consumption to determine which products should be bought
- Prepare and analyze KPI reports for the costs of goods & services sold
- Ensure that all companies follow purchasing policies and procedures
- Continually develop expertise to support growth for new projects
- Prepare purchase orders, negotiate vendor terms and pricing
- Discuss defective or unacceptable goods or services with, vendors and others to determine cause of problem and take corrective and preventative action.
- Responsible for planning, developing and buying chemicals, parts, supplies and equipment in a timely and cost effective way
- Consistently work to lower costs with vendors
- Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Work on special projects with department heads

HEIDI AVEDICIAN

Resume

NORWEGIAN CRUISE LINE – Miami, Florida

2010 – 2013

Norwegian Cruise Line is the industry leader for innovation and renowned Freestyle Cruising.

Human Resources Specialist

Focused in the placement of SAP, PeopleSoft, Oracle, Software Engineers, Database Architects/Developers/Administrators, Web Developers, Quality Assurance, Project Managers and Business Analysts.

- Responsible for attracting key talent thru sourcing strategies for SAP in the IT department.
- Implements recruiting strategies, sources and prescreens applicants. Discusses staffing needs with departmental managers and prepares and implements selection processes. Conducts behaviorally focused interviews to determine a candidate's fit for the organization, department and position.
- Assists hiring managers by managing the recruitment process from resume review and screening through salary negotiation and acceptance.
- Assists in designing soft skills training programs to support the company's strategic goals and initiatives.
- Demonstrates and utilizes effective needs analysis, course development, and evaluation skills to conduct training needs assessment to identify skill gaps.
- Provides input to management regarding team member's performance when applicable both in the classroom and during skill gap analysis observation sessions. Utilizes feedback from training sessions to maintain a high degree of satisfaction to all internal customers.
- Works with the company's internal and external legal teams to process the filing of H1-B and L-1 Visa's.

CARNIVAL CRUISE LINES - Miami, Florida

2007 – 2010

Carnival Cruise Lines is the largest cruise line in the world carrying over 4 million passengers per year with over \$3 billion in sales operating 23 ships globally.

Recruiting Specialist

Main focus was managing full cycle recruitment for exempt and non-exempt positions for Carnival Cruise Lines, Carnival Corporation and The Yachts of Seabourn. Key specialty recruiting included Accounting, Finance, and Hotel/Port Operations, Sales, Human Resources and IT/MIS positions.

- Identified cost effective sourcing strategies to source highly qualified candidates which resulted in an 80% savings in staffing agency fees.
- Assisted Business Partners and Employees with employee relation issues while maintaining the highest level of confidentiality.
- Developed a comprehensive referral network which resulted in identifying and hiring candidates at no additional charge.
- Redesigned the exit interview system which resulted in a better understanding of turnover issues resulting in improvements in future hiring for each department.
- Counseled internal candidates on how to best approach other internal positions and assisted them with transitioning into new area of responsibility.
- Worked with transitioned employees offering support during restructuring in order to increase morale for retained employees.
- Established relationships with local universities, colleges, technical schools, multi-cultural and professional organizations in order to capitalize on available talent.
- Re-negotiated employment agency contracts which resulted in a 5% reduction of direct hire fees.
- Drafted compelling open job postings in order to attract top talent to the organization.
- Developed a strong consultative approach with individual hiring managers in order to assist them with the selection of top talent who would increase bench strength, employee engagement and retention.
- Conducted FLSA job evaluations and salary analysis.

HEIDI AVEDICIAN

Resume

BLACKSTONE - Miami, Florida

2006

A national prepaid Telecommunications Company and one of the country's largest distributors of prepaid products and services.

Corporate Recruiter/HR Generalist

Managed full cycle recruitment for Call Center, Accounting and IT functions.

- Identified cost effective strategies for sourcing highly qualified candidates to meet corporate strategic objectives.
- Recruited and hired non-exempt and exempt top performing employees, resulting in high volume placements across multiple divisions.
- Filled in for the HR Generalist when she was on maternity leave.
- Accurately processed payroll for over 200 employees
- Conducted new hire orientations
- Attended job fairs, created effective recruitment advertising.
- Developed job descriptions.

ROBERT HALF INTERNATIONAL - Miami, Florida

2006

A National Staffing Company specializing in accounting, finance and administrative professionals.

Staffing Manager

Managed the recruitment and selection process of candidates by screening and interviewing applicants in order to effectively match them to client positions.

- Managed the full life cycle recruitment process, including resume screening, candidate interviewing, administration and documentation of paperwork, administration of background checks and on-boarding.
- Responsible for running a dual desk (sales and recruiting) in order to provide clients with top-notch candidates.
- Exceeded sales and placement quotas by 75%.
- Negotiated fee agreements with clients.
- Applied principles of human resource management through knowledge of federal and state labor laws.
- Expanded existing client accounts through excellent relationship building and superior placements.

EDUCATION

Nova Southeastern University

ADDITIONAL CERTIFICATIONS

Completed certifications in FMLS, FLSA, GINA, OSHA, ADA, EEOC, Sexual Harassment and Discrimination and Worker's Compensation

SOFTWARE SKILLS

MS Office (Outlook, Excel, Windows), Kronos, Lawson, (ATS) Vurv/Taleo, Virtual Edge, PeopleSoft, Great Plains, Microsoft Dynamics, ERP Systems