

DATE: 10.20.21

TO: City Clerk

FROM: City Representative Cassandra Hernandez

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0003

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

Agenda for the Council Meeting of 10.26.21

Appointment of Christina Olivares to the Retired and Senior Volunteer Program Advisory

Item should read as follows: Council by Representative Cassandra Hernandez, District #3

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

NAME OF BOARD/COMMITTEE/COMMISSION: Retired and Senior Volunteer Program Advisory Council

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Christina Olivares  
(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: X NO \_\_\_\_\_

**IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED**

**APPOINTEE:** Bettina Olivares, Legislative Aide, Daughter

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:** NO

**LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):**

**WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?**

NAME OF INCUMBENT: Amparo Hernandez

EXPIRATION DATE OF INCUMBENT: 6.30.23

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

DATE OF APPOINTMENT: 10.26.21

**TERM BEGINS ON :** 10.26.21

**EXPIRATION DATE OF NEW APPOINTEE:** 6.30.23

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

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

UNEXPIRED TERM: X

# 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** Graduated 1991  
Associate of Applied Science in Business Management

## REFERENCES

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