



# Board Appointment Form

City Clerk's Office

<b>Appointing Office</b>	Lily Limón, District 7
<b>Agenda Placement</b>	Consent
<b>Date of Council Meeting</b>	
<b>Name of Board</b>	Parks and Recreation Advisory Board
<b>Agenda Posting Language</b>	
Marcella Carrillo to the Parks and Recreation Advisory Board, by Representative Lily Limón, District 7.	
<b>Appointment Type</b>	Regular
<b>Member Qualifications</b>	
Resident of the City of El Paso with an interest in the Parks and Recreation community.	
<b>Nominee Name</b>	Marcella Carrillo
<b>Nominee Email Address</b>	[REDACTED]
<b>Nominee Residential Address</b>	[REDACTED]
<b>Nominee Primary Phone Number</b>	[REDACTED]
<b>Residing District</b>	
<b>City Employed Relatives</b>	[REDACTED]
<b>Board Membership</b>	
Current Chair of the El Paso Neighborhood Coalition Previous board member for EPNC Mission Valley Planning Area Current member of Steering Committee of the Parks & Rec Master Plan Previous member of the Parks and Recreation Advisory Board Previous member of the Fair Housing Task Force	
<b>Real estate owned in El Paso County</b>	
[REDACTED]	
<b>Previous Appointee</b>	Marcella Carrillo
<b>Reason for Vacancy</b>	Term Expired
<b>Date of Appointment</b>	04/28/26
<b>Term Begins On</b>	09/01/25
<b>Term Expires On</b>	08/31/27
<b>Term</b>	Second Term

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# MARCELLA CARRILLO

## CONTACT



## PROFESSIONAL SUMMARY

Dynamic Property Manager with extensive experience since 2004, excelling in tenant relations and financial oversight. Previously a Personal Banker at State National Bank, I leveraged consultative sales to enhance customer satisfaction. Proficient in financial reporting and strategic planning, I am committed to optimizing property performance through effective communication and relationship management.

## SKILLS

- Complex Problem-solving
- Property inspections
- Problem-solving aptitude
- Tenant and owner liaising

## COMMUNITY SERVICE & VOLUNTEER WORK

## WORK EXPERIENCE

### **PROPERTY MANAGER** Jan 2004 - Current

*Self-employed, El Paso, TX*

- Facilitated timely collection of rent, late fee and utility payments.
- Coordinated maintenance schedules and facilitated completion with maintenance team.
- Oversaw and advised on leasing agreement, application processes and approval criteria.
- Maintained positive relationships with property owners and investors by providing financial and operational reports and offering strategic recommendations.

### **PERSONAL BANKER** Oct 1996 - Sep 2004

*State National Bank, El Paso, TX*

- Employed marketing tools to reach out to customers on proactive schedule and set appointments for periodic financial reviews.
- Used consultative sales process and financial needs assessment to build customer profiles and create customized solutions.
- Recommended banking products and services to members based on individual requirements.
- Tracked changing retail consumer and small business products to offer each customer optimized solutions.

### **ELECTRONICS SALES ASSOCIATE/CUSTOMER SERVICE CASHIER** Apr

*1991 - Oct 1996*

*K Mart, EL PASO, TX*

- Explained warranties and service contracts to customers before completing purchases.
- Supported loss prevention efforts by understanding and adhering to store shrink plan.
- Operated POS system to verify inventory, check pricing, and process sales transactions.
- Advised customers on hardware and software purchases, verifying compatibility with owned products.

## EDUCATION

### **BACHELOR OF SCIENCE - INTER DISCIPLINARY STUDIES - SPECIAL EDUCATION** May 2006

*The University of Texas At El Paso, El Paso, TX*

Current Chair of the El Paso Neighborhood Coalition 2024-  
Current member of the Steering Committee to the Parks and Recreation Master Plan.  
Current Alcalde for the San Jose Community Ditch (EPCWD#1)  
Previous board member of the EPNC represented Mission Valley Planning Area.  
Previous board member of the City of El Paso Fair Housing Task Force.  
Catechists served more than eight years at Saint Luke's Catholic Church.  
Previous member of the City of El Paso Community Needs Advisory Committee.

- Dean's List Honoree, two semesters May 2006
- GPA 3.2