

DATE: March 23, 2022

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell St. TELEPHONE 915-212-0008

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

Agenda for the Council Meeting of March 29, 2022

Item should read as follows: Appointment of Alexandria Serra to the Ethics Review Commission

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Ethics Review Commission

NOMINATED BY: Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Alexandria Serra
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X
IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

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: Jesus Olivas

EXPIRATION DATE OF INCUMBENT: 02/20/2021

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

DATE OF APPOINTMENT: 03/29/2022

TERM BEGINS ON : 02/21/2022

EXPIRATION DATE OF NEW APPOINTEE: 02/20/2024

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

ALEXANDRIA SERRA

EXPERIENCE

SERRA LAW, PLLC

JULY 2016 – PRESENT

Owner (El Paso, TX)

- Manage a docket of 3,000+ active cases from Class C misdemeanors to 1st Degree felonies
- Supervise support staff as an active jury trial attorney
- Conduct legal research and draft appellate briefs
- Oversee all aspects of the business

YEE & ASSOCIATES, PC

MAY 2011 – DECEMBER 2021

Various legal and administrative positions (Dallas, TX)

- Registered patent attorney
- Served as liaison between firm and local legal community to establish firm's brand in the Dallas legal market
- Managed a five-person team of legal professionals and facilitated firm recruiting at local universities
- Collaborated with a diverse team of engineers and corporate counsel from major aerospace companies on intellectual property issues

EL PASO COUNTY PUBLIC DEFENDER'S OFFICE

NOVEMBER 2014 – JULY 2016

Deputy Public Defender (El Paso, TX)

- Served as court-appointed counsel for indigent clients
- Built trusting, productive relationships with clients and their families
- Analyzed documents, investigated facts, interviewed witnesses, and consulted experts

EDUCATION

SMU DEDMAN SCHOOL OF LAW, Dallas, TX

Juris Doctor, December 2013, *Magna Cum Laude*, Order of the Coif

Activities: The Innocence Project, The Death Penalty Project, Legal Research & Writing Tutor, Pro Bono Program, Hispanic Law Student Association, ADR Board, and Mock Trial Competition

Honors: Dorsey & Whitney Diversity Fellowship, Dean's List, and State Bar of Texas Scholarship

KANSAS STATE UNIVERSITY, Manhattan, KS

B.S. Kinesiology, May 2008; Minors in Leadership Studies, Business, and Women's Studies, *Magna Cum Laude*

Activities: Leadership Ambassadors, AMERICORP Community Service Program, and Phi Kappa Phi

Honors: McKelvie Public Service Scholarship and American Forensics Association All-American (2008)

PROFESSIONAL AFFILIATIONS/COMMUNITY INVOLVEMENT

PROJECT RAISING THE BAR, INC. – FOUNDER
TEXAS CRIMINAL DEFENSE LAWYERS ASSOCIATION
HISPANIC CHAMBER OF COMMERCE - DIPLOMAT
KANSAS STATE UNIVERSITY – EL PASO ALUMNI PRESIDENT
EL PASO LEADERSHIP ACADEMY – FORMER BOARD MEMBER

YSLETA ISD PARTNER IN EDUCATION
QUEER BAR ASSOCIATION – FORMER VP
STATE BAR OF TEXAS
ATTORNEYS SERVING THE COMMUNITY
WESTSIDE EL PASO DEMOCRATS

TEACHING/COACHING EXPERIENCE

EL PASO HIGH SCHOOL FEBRUARY 2017–PRESENT

Volunteer Debate Coach (El Paso, TX)

- Coach high school cross-examination debaters and critique mock debates
- Led students to qualify for UIL state tournament as sophomores

UNIVERSITY OF TEXAS – EL PASO

AUGUST 2015–DECEMBER 2017

Volunteer Writing Tutor (El Paso, TX)

- Reviewed, edited, and critiqued undergraduate students in writing
- Volunteered time to facilitate student collaboration and idea generation for writing projects
- Taught students about the legal system and help them conduct legal research for their writing assignments

IVY CHRISTIAN ACADEMY

MARCH 2009 – MAY 2010

Debate Instructor & Mock Trial Coach (Fairfax, VA)

- Coached policy debate and impromptu speaking for South Korean middle school students
- Conducted mock trial speaking events
- Facilitated participation in the Academy's first English-only speech and debate tournament

GEORGE WASHINGTON UNIVERSITY

JULY 2009 – MARCH 2010

Legal Research & Writing Instructor, School of Law (Washington, DC)

- Tutored high-risk minority law students in writing
- Taught legal writing principles in small classroom setting

GEORGE MASON UNIVERSITY

JUNE 2008 – MAY 2011

Assistant Forensics Coach, Department of Communication (Fairfax, VA)

- Supervised, edited, and critiqued student speeches for intercollegiate speaking competitions
- Coached students in all aspects of extemporaneous speaking, impromptu speaking, and persuasion
- Led students to finish second in the nation and win two international titles