

DATE: 9/08/2021

TO: City Clerk

FROM: City Representative Aleksandra Anello

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0002

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

Agenda for the Council Meeting of September 14, 2021

Appointment of Mayra Gabriela Rodarte to the City Accessibility Advisory Committee by City  
Item should read as follows: Representative Aleksandra Anello.

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

NAME OF BOARD/COMMITTEE/COMMISSION: City Accessibility Advisory Committee

NOMINATED BY: City Representative Aleksandra Anello DISTRICT: Two

NAME OF APPOINTEE Mayra Gabriela Rodarte  
(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:** Nickole Heater Rodriguez. Community Development Program Manager, Cousin in Law

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

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:**

N/A

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

NAME OF INCUMBENT: Charles Johnson

EXPIRATION DATE OF INCUMBENT: 8.11.21

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: x

RESIGNED \_\_\_\_\_

REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 09/14/2021

**TERM BEGINS ON :** 08/12/2021

**EXPIRATION DATE OF NEW APPOINTEE:** 08/11/2023

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

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

UNEXPIRED TERM: \_\_\_\_\_

# Mayra Rodarte

## Education

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*Master of Public Administration*  
The University of Texas at El Paso (UTEP)

Graduated: May 2019  
Overall GPA: 4.0

## Work Experience

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### **Program Coordinator/Manager**

El Paso, TX

UTEP – Department of Mechanical Engineering, College of Engineering

1/2020 – Present

- Manages student organizations, student employees (undergraduate and graduate), and oversees the work of the Mechanical Engineering Program Advisor and Business Services Coordinator.
- Develops and maintains relationships with local school districts and community partners to promote awareness and opportunities within the department.
- Encourages student engagement within the department and the university.
- Compiles data and generates reports regarding student enrollment and retention.
- Serves as the point of contact for department events, industry visits, and other coordinated efforts.
- Completes various reports for the department, including but not limited to: ABET, SACS, THECB, and more for completion of reoccurring program accreditation.
- Establishing awareness of new Bachelor of Science in Aerospace Engineering within the El Paso community, central Texas, and Southern California.
- Coordinates conferences, including but not limited to: SETS, Machine Learning, and more with education and business partners across the nation.
- Serves as the department point of contact between our UTEP NASA Aerospace Center, UTEP W. M. Keck Center for 3D Innovation and Research, and outside business partners.

### **Academic Services Coordinator**

El Paso, TX

UTEP – Department of Mechanical Engineering, College of Engineering

12/2018 – 12/2019

- Develops and maintains relationships with local school districts, individual schools, and community partners to promote awareness and opportunities within the department.
- Communicates with various entities across campus to increase outreach efforts.
- Encourages student engagement within the department and within the university.
- Compiles data and generates reports regarding student enrollment and retention.
- Serves as the point of contact for department events, industry visits, and other coordinated efforts.
- Manages meeting calendar for the Department Chair and department conference rooms.
- Manages student employees and day-to-day office functions.
- Actively communicates with the Mechanical Engineering Business Services Coordinator and Program Advisor to maintain department efficiency.

### **Liberal Arts Honors Program Graduate Assistant**

El Paso, TX

UTEP – College of Liberal Arts

1/2018 – 12/2018

- Advise program members regarding degree plans, senior projects, and graduation.
- Collect and organize confidential student information regarding records, retention, and graduation.
- Oversee the responsibilities of student officers for the Liberal Arts Honors Program Student Organization.
- Communicate with administrators throughout the College of Liberal Arts to participate in campus events, community service activities, fundraisers, and discussions with distinguished guests.

### **Water Planning & Economic Development Intern**

El Paso, TX

Rio Grande Council of Governments

06/2018 – 08/2018

- Prepared documents for the 5<sup>th</sup> Cycle Water Planning meeting in August 2018.
- Coordinated meetings regarding economic development and local businesses for the town of Van Horn, TX.
- Researched and created a grant matrix for the town of Valentine, TX.

# Mayra Rodarte

- Researched and compiled data from the U.S. Census for the Comprehensive Economic Development documents, used by counties and institutions in Far West Texas.

## **Administrative/Development Intern**

Las Americas Immigrant Advocacy Center

El Paso, TX

01/2017 – 06/2017

- Researched and completed grants for the organization.
- Participated as a committee member to plan the annual Border heroes fundraising dinner.
- Filed, input, and organized sensitive donor and financial information.

## **Board Participation**

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UTEP ADA Advisory Board	07/2021 – Present
UTEP Staff Council	09/2020 – Present
Enrollment Support Team, College of Engineering	05/2020 – Present
Montwood High School Synergi/T-STEM Advisory Board Member	09/2019 – Present
Canutillo ISD T-STEM Advisory Board Member	09/2019 – Present
Riverside High School T-STEM Advisory Board Member	09/2019 – Present
UTEP Edge Advisory Board Committee Member	09/2019 – Present
Fabens ISD T-STEM Advisory Board Member	10/2019 – Present

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