

DATE: October 4, 2021

TO: City Clerk

FROM: City Representative Henry Rivera, District 7

ADDRESS: 300 N. Campbell, 2nd floor, El Paso, TX TELEPHONE 915-212-0007

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

Agenda for the Council Meeting of October 12, 2021

Appointment of Marcella Carrillo to the Parks and Recreation Advisory Board by

Item should read as follows: City Representative Henry Rivera, District 7

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: City Representative Henry Rivera DISTRICT: 7

NAME OF APPOINTEE Marcella Carrillo
(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: _____ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: YES, FAIR HOUSING TASK FORCE SINCE 8/18/2020

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: Sylvia Carreon

EXPIRATION DATE OF INCUMBENT: 10/14/2021

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

DATE OF APPOINTMENT: 10/12/2021

TERM BEGINS ON: 10/14/2021

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2025

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



MARCELLA CARRILLO

PROFESSIONAL SUMMARY

Dependable Property Manager geared for fast-paced work and changing daily needs; serves customers effectively with attention to detail and a hardworking approach. Seeks out opportunities to go beyond basics, improve processes, and increase customer satisfaction to serve all the needs of the community.

SKILLS

- Customer relations
- File updating
- Payment collection
- Property marketing and promotion
- Manage rentals
- Coordinate documents
- Policy enforcement
- Verbal communication
- Multitasking
- Problem-solving
- Lease renewals
- Leasing operations
- Collect payments
- Serve customers
- Documentation

EXPERIENCE

Property Manager, Self Employed, Jan 2004 - Current, El Paso, Texas

- Facilitated timely collection of all rent, late fees, and utility payments.
- Issued eviction, 3-day, lock-out notices, and filed evictions according to established time requirements, as stated in the contract.
- Review upcoming lease expirations on an annual basis and followed up with tenants on renewals.
- Monitored work orders for maintenance needs and executed as per need of the tenant and follow-ups to verify completion.
- Completed frequent, routine inspections of buildings, facilities and equipment to identify repair needs.
- Purchased building and maintenance supplies, equipment, and furniture.
- Worked with qualified repairers to keep properties and grounds up to modern standards.

Personal Banker/Teller, State National Bank, Oct 1996 - Sep 2004, El Paso, Texas

- Trained tellers as part of their training and induction into banking services/teller service.
- Collaborated well with team members to carry out daily assignments and achieve team targets.
- Worked with managers to address problems such as delinquent bank accounts and

cross-selling products.

- Satisfied customers by delivering speedy and expert service for all clients needs such as checking accounts, savings accounts, IRA's(Individual Retirement Accounts) and Certificates of Deposit (CD's) as well as assisting the client with LOAN applications, such as Home equity, personal loans, and automobile loans.
- Implemented a series of security procedures by introducing dual -control functions that were deemed very effective in unearthing bank frauds.
- Helped managers improve area operations by sharing customer feedback and contributing new ideas.

Cashier/Electronics Department, K-Mart Inc, Apr 1991 - Oct 1996, El Paso, Texas

- Returned non-purchased products to shelves and performed general merchandising functions
- Operated POS (Point of Sales) cash register, handling an average of 50 transactions daily.
- Recognized for providing efficient service with a high degree of accuracy.
- Verified prices and calculated totals using scanners and point of sale (POS) for customers.
- Processed checks, debit and credit cards, EBTs(Electronic benefit transaction, refunds, product coupons, and gift certificates.
- Solved complaints by customers and issued credits for returned merchandise.
- Maintained merchandise displays, including endcaps, floor displays, and aisles.
- Counted money in cash drawers at the start of each shift and balanced drawer at the end of each shift.
- Greeted all customers and provided prompt and friendly service.

EDUCATION

Bachelor of InterDisciplinary Studies, Special Education

May 2006

University of Texas at El Paso - El Paso, Texas

- GPA of 3.2
- Dean's List Honoree, two semesters.