



# Board Appointment Form

Submitted On: Jul 13, 2022, 11:27AM MDT

City Clerk

<b>Appointing Office</b>	Representative District 8
<b>Type of Agenda</b>	Consent
<b>Date of Council Meeting</b>	Tuesday, July 19, 2022
<b>Agenda Posting Language</b>	Re-appointment of Stephanie Frias to the Animal Shelter Advisory Committee by Representative Cissy Lizarraga, District 8
<b>Name of Board/Committee/Commission</b>	Animal Shelter Advisory Committee
<b>Appointment Type</b>	Regular
<b>Special Qualification Category (if applicable)</b>	N/A
<b>Nominated By</b>	Representative Cissy Lizarraga
<b>Nominee Name</b>	Elvira Stephanie Frias
<b>Nominee Email Address</b>	[REDACTED]
<b>Nominee Mailing Address</b>	[REDACTED]
<b>Zip Code</b>	[REDACTED]
<b>Nominee Primary Phone Number</b>	[REDACTED]
<b>Does the proposed appointee have a relative working for the city?</b>	NO
<b>Has appointee been a member of other city boards / commissions / committees?</b>	NO
<b>List all real estate owned by appointee in El Paso County (by address, if none, enter 'N/A')</b>	N/A
<b>Who was the last person to have held the position before it became vacant?</b>	Elvira Stephanie Frias
<b>Incumbent Expiration Date</b>	June 27, 2022
<b>Reason person is no longer in office</b>	Term Expired
<b>Date of Appointment</b>	July 19, 2022
<b>Term begins on</b>	June 28, 2022
<b>Expiration Date of New Appointee</b>	June 22, 2026
<b>Term</b>	2nd Term
<b>Upload File(s)</b>	Resume - Frias, Elvira Stephanie - ASAC.docx

**Elvira Stephanie Frias**

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**SKILLS SUMMARY**

Native/bilingual proficiency: English and Spanish; office management; public speaking; presentation skills; leading meetings; team leadership; writing proposals; event planning; recruiting skills; educational counselor; interpersonal and communication skills

**PROFESSIONAL EXPERIENCE**

**New York Life Insurance Company**      **Dates Employed: May 2015-Present**  
**303 N. Oregon St. Suite 1100**  
**El Paso, TX 79901**  
**Financial Services Professional**  
**Supervisor: Pablo Magdaleno**

- Established Licensed agent in the state of Texas, New Mexico and Wisconsin
- Assist clients with their financial goals with their life insurance needs, retirement, asset protection, and college planning.
- Preferred vendor for The El Paso Municipal Police Officer's Association, El Paso Associates-Fire Fighters 51, and National Border Patrol Council Local 1929
- Conduct educational sessions for life insurance and retirement planning

**The University of Texas at El Paso**      **Dates Employed: May 2014 – June 2015**  
**Educational Talent Search**  
**500 W. University Ave**  
**El Paso, TX 79968**  
**Student Dev. Specialist II/Administrative Assistant**  
**Supervisor: Karina Espino, (915) 740-5414**

Provided Administrative office work to staff members, from hiring to coordinating educational events. I acted as an educational and vocational counselor to qualified youth at participating schools.

- Assisted students with college admission, financial aid and scholarship processes in order to facilitate the completion of related applications and forms.
- Served as a test administrator for students at selected schools
- Provided academic support and tracked each students' progress in order to ensure student attained a high school diploma and successfully enrolled in a college or University.
- Reconciled program's grant account and monitored account activity
- Developed and implemented plans to recruit program participants in target schools
- Assisted in planning and implementing educational events, workshops, and field trips

- Managed Student Access Database System and input educational survey's and attendance sheets
- Supervised student workers

**El Paso County**

**Dates Employed: November 2012 – May 2014**

**District Attorney's Office**

**500 E. San Antonio Ave. #201**

**El Paso, TX 79901**

**Office Specialist**

**Supervisor: Lizette Rodriguez, (915) 546-2059**

Performed data entry of files for El Paso, Hudspeth and Culberson counties. Instrumental in the coordination of Grand Jury processes for El Paso, Hudspeth and Culberson counties.

- In charge of data entry of felony cases using JIMS and Odyssey database systems
- Created and drafted felony indictments for the Assistant District Attorney's
- Translated statements in Spanish into English for Assistant District Attorney's
- Instrumental in the coordination of Grand Jury processes for El Paso's 34<sup>th</sup>, 120<sup>th</sup>, and 168<sup>th</sup> District Courts
- Conducted telephone calls to law enforcement agencies to request felony cases expected
- Assisted in the archiving of subpoenas and medical records

### **EDUCATION**

**B.A. COMMUNICATION STUDIES, 2012**

(45 semester hours in public speaking)

The University of Texas at El Paso

El Paso, TX

GPA: 3.7/4.0

Honors: Cum Laude

Women's Glee Club Choir

### **VOLUNTEER WORK**

- **Law N' Paws** **04/2017- Present**
  - Volunteer for various adoption/fundraising events
  - Procured a New York Life "Volunteers for Good" Grant
- **The University of Texas at El Paso** **06/2008- 04/2015**
  - NASA Space Day
  - Border Security Conference
  - BEEMS Conference
  - Women's History Month Conference
  - UTEP Celebrates
  - Texas Success Initiative (TSI)
  - UTEP Maes/Shpe Science and Engineering Extravaganza

### **HONORS, AWARDS, CERTIFICATES**

- Dean's List: Fall 2008, Fall 2009, Spring 2010, Fall 2010, Spring 2011, Fall 2011  
– For extraordinary academic achievement
- QPR Gatekeeper Program Certificate; November 2014