

DATE: 02/02/2021

TO: City Clerk

FROM: City Representative Claudia L. Rodriguez, District 6

ADDRESS: 300 N. Campbell TELEPHONE (915) 212-0006

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

Agenda for the Council Meeting of February 16, 2021

Appointment of Bianca Berry to the Building and Standards Commission by City Representative

Item should read as follows: Claudia L. Rodriguez, District 6

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: City Representative Claudia L. Rodriguez DISTRICT: 6

NAME OF APPOINTEE Bianca Berry
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: N/A

CITY: N/A ST: TX ZIP: N/A PHONE: N/A

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: N/A

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: VACANT

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 02/16/2021

TERM BEGINS ON : 11/01/2020

EXPIRATION DATE OF NEW APPOINTEE: 10/31/2022

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____



BIANCA BERRY

PROFILE

I am an exceedingly motivated, challenge driven professional offering versatile office management skills and proficiency in Microsoft Office programs. I am a strong planner and problem solver who readily adapts to change, works independently, and exceeds expectations. I am able to juggle multiple priorities and meet tight deadlines without compromising quality. I am an extremely organized individual with the ability to prioritize time/tasks to optimize results. I have the ability to develop strategies that would improve client services. I thrive on new challenges and am result oriented. I have vast capacities to comprehend, learn, and perform a wide variety of tasks.

AREAS OF EXPERTISE

Sales - Hard-charging performance driven sales professional who consistently exceeds quotas. Dynamic articulate communicator offering high powered presentation, negotiation, and closing skills. Strong customer relations builder based on service, support, and follow through. An experienced professional who excels in uncovering customer needs, providing solutions, handling objections, and closing sales.

Lending - Astute financial lender, cognizant of loan processes and procedures, credit assessments, and interest rates. Proven high performance delegate who utilizes polished listening, language, and interpretation skills to identify the needs of clients in order to close sales in high volume call center and retail environments.

Customer Service - Well developed communication skills with excellent draw on etiquette. Effective problem solver adept in analyzing critical situations and creating solutions to complex issues. Outstanding interpersonal relations and solid decision making skills in problem resolution.

EXPERIENCE

Innovation Homes

Consultant- Co Owner/ January 2018 - Present

- Responsible for scheduling the closing with all parties.
- Made sure all the financial aspects of the transaction were complete and accurate.
- Made sure sales contract accurately reflected all details including escrow, down payment, payoffs at closing and so forth.
- Design consultant.

Realtor/ October 2014 – Present

- Present purchase offers to sellers for consideration and negotiate prices and other terms
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and through the multiple listing service.
- Confer with escrow companies, lenders, home inspectors, and pest control companies to ensure terms and conditions of purchase agreements are met before closing dates.

Bank of England Mortgage

Loan Officer/ November 2018 – April 2020

- Monitored and managed work flow to ensure timely closings.

- Maintained product knowledge and stayed up to date on changes to market conditions.
- Marketed, serviced, and promoted the company's loan products.
- Communicated with borrowers, processors, operations staff, title companies, Realtors, etc. in effort to expedite the mortgage process.
- Requested and followed up on required documentation from clients.
- Disclosed and submitted files with much attention to details.
- Performed basic income calculations.
- Provided exemplary customer service to both internal and external customers.

Perl Mortgage

Loan Officer/ December 2017– November 2018

- Monitored and managed work flow to ensure timely closings.
- Maintained product knowledge and stayed up to date on changes to market conditions.
- Marketed, serviced, and promoted the company's loan products.
- Communicated with borrowers, processors, operations staff, title companies, Realtors, etc. in effort to expedite the mortgage process.
- Requested and followed up on required documentation from clients.
- Disclosed and submitted files with much attention to details.
- Performed basic income calculations.
- Provided exemplary customer service to both internal and external customers.

Cornerstone Home Lending

Production Associate/ December 2016 – November 2017

- Monitored and managed work flow to ensure timely closings.
- Maintained product knowledge and stayed up to date on changes to market conditions.
- Marketed, serviced, and promoted the company's loan products.
- Communicated with borrowers, processors, operations staff, title companies, Realtors, etc. in effort to expedite the mortgage process.
- Requested and followed up on required documentation from clients.
- Disclosed and submitted files with much attention to details.
- Performed basic income calculations.
- Provided exemplary customer service to both internal and external customers.

Desert View Homes

Closing Coordinator/ September 2012-May 2015

- Responsible for scheduling the closing with all parties.
- Made sure all the financial aspects of the transaction were complete and accurate.
- Made sure sales contract accurately reflected all details including escrow, down payment, payoffs at closing and so forth.
- Prepared reports and performed all other duties delegated by management.