



Board Appointment Form

City Clerk's Office

Appointing Office	Ivan Niño, District 5
Agenda Placement	Regular
Date of Council Meeting	
Name of Board	Animal Shelter Advisory Committee
Agenda Posting Language	
Sarah Catherine Brown to the Animal Shelter Advisory Committee by Representative Ivan Niño, District 5.	
Appointment Type	Regular
Member Qualifications	
Holds a Master of Business Administration from Columbia College and possesses strong organizational, analytical, and communication skills that would support effective participation on an Animal Shelter Advisory Committee. Demonstrated commitment to leadership, collaboration, ethical decision-making, and creating safe, efficient, and accountable environments aligned with community needs.	
Nominee Name	Sarah Catherine Brown
Nominee Email Address	[REDACTED]
Nominee Residential Address	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Residing District	District 5
City Employed Relatives	N/A
Board Membership	
N/A	
Real estate owned in El Paso County	
[REDACTED]	
Previous Appointee	Alejandra Valdez
Reason for Vacancy	Removed
Date of Appointment	05/26/26
Term Begins On	09/01/25
Term Expires On	08/31/26
Term	Unexpired Term

Sarah Brown



SUMMARY

Dynamic and resourceful operations and manufacturing leader with 20+ years of experience optimizing production, strengthening cross-functional communication, and driving continuous improvement. Proven ability to lead large teams, streamline processes, stabilize supply chains, and execute strategic planning in time-sensitive, fast-paced environments.

CORE SKILLS

- | | | |
|---|------------------------------------|--------------------------------|
| - Team Leadership & Coaching | - Inventory Management | - Safety Protocol Enforcement |
| - Strategic Planning & Execution | - Production Planning & Scheduling | - ERP/MRP Systems |
| - Cross-Functional Communication | - Lean Manufacturing | - KPI Development & Monitoring |
| - Workforce Scheduling & Labor Planning | - Continuous Improvement | - Cost Reduction Strategies |
| - Performance Management | - Root Cause Analysis | - Supplier/Vendor Management |
| - Conflict Resolution | - Capacity Planning | - Data-Driven Decision Making |
| | - Quality Assurance & Compliance | |

PROFESSIONAL EXPERIENCE

Buyer / Production Planner, Schneider Electric — El Paso, TX (March 2024 – Present)

- Maintained accurate purchasing records including item descriptions, cost histories, and receipt confirmations.
- Monitored and adjusted inventory levels to ensure product availability aligned with production demands.

- Strengthened supplier relationships to reduce lead times and improve cost and quality performance.
- Ensured compliance with procurement procedures and industry regulations.
- Managed and optimized inventory control systems for tracking stock levels, deliveries, and material flows.

Manufacturing Supervisor, Schneider Electric — El Paso, TX (October 2021 – February 2024)

- Supervised employee's workforce, ensuring safety, productivity, and quality standards.
- Reviewed customer orders and aligned job assignments to meet production deadlines.
- Identified opportunities for process automation and operational improvements.
- Maintained production documentation including labor hours, output levels, and material consumption.
- Led daily operations planning and workflow prioritization across departments.

Operations Manager, U.S. Army — Various Locations (July 1999 – October 2021)

- Directed daily operations for multiple departments, ensuring mission readiness and optimal workflow execution.
- Produced detailed operational performance reports for leadership and cross-functional teams.
- Monitored inventory accuracy and ensured accountability of all materials.
- Reviewed and improved policies and procedures for operational efficiency.
- Provided workforce training, guidance, and mentorship to support organizational objectives.

EDUCATION

MBA, Columbia College — Columbia, MO (May 2021)

Bachelor of Arts, Columbia College — Columbia, MO