

UNEXPIRED TERM: x

EMMA ACOSTA

Professional Summary

Accomplished and energetic Administrator with a solid history of achievement in Management of large organizations. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include public speaking, Critical Thinking, Judgment and Decision Making, Personnel and Human Resources Management, Management of Financial Resources, Transportation Operations Analysis and Bi-lingual in English and Spanish.

Education

Webster University, St. Louis, MO MBA
University of Texas at El Paso (UTEP) BBA

May 2004
May 1994

Experience

PRESIDENT/OWNER

01/2004 to Present

EMMACOSTA CONSULTING SERVICES

Provide consulting services to small businesses and nonprofit agencies in the areas of public relations, marketing, management, grant writing. Develop media and marketing plans that would meet the needs and budget of businesses. Analyze and develop workflow techniques for efficiency and effectiveness. Develop human resource policies as needed, train employees on policies, use of Microsoft software, Outlook. Assist in government relations or business issues. Services provided to nonprofit and for-profit businesses and agencies.

Executive Director

Books Are Gems – El Paso, TX

TX01/2019 to Present

Responsible for planning, organizing, and directing the organization's operations and programs. Develop and implement consistent inventory and cost accounting policies, procedures, and operational reporting metrics. Oversee and report on the organization's results for board of directors. Prepare accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends. Provide leadership to and manage the efforts of staff to ensure appropriate support of organization. Supervise the development of operations-based financial modeling. Coordinate and lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates. Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives. Research grant opportunities for the organization, write grants to local, state, federal governments as well as various foundations, local businesses, and community leaders. Develop fundraising initiatives with other organizations. Develop and maintain database of books provided to children and teachers in the southwest region.

City Representative

06/2008 to 06/2017

City of El Paso – El Paso, TX

Served two years as Mayor Pro Tempore and Two years as Deputy Mayor Pro Tempore. Considerable knowledge of city organizational structures, extensive public speaking in English and Spanish with the public, members of the media, the general public and other elected officials with various levels of government to include local, state, and federal officials. Develop public relations strategies using various marketing and media outreach, staff management, grant writing, media and other areas that may be requested. Coordinate meetings with other elected officials, various civic and community organizations, lobbyists, and individual members of the public. Initiated, programmed, and executed city wide projects such as the Welcome Home Vietnam Veterans for over 2,000 Vietnam Veterans all funded by the private sector. Represent the City in other organizations and public events, as necessary.

Executive Assistant

01/2005 to 12/2005

County of El Paso – Commissioner's Court

Assigned to Commissioner for Precinct 3. Coordinate meetings with other elected officials, various civic and community organizations, lobbyists, and individual members of the public to provide input on Commissioner and County issues. Meet with other departments on issues related to the Precinct and weekly commissioners court

agenda. Respond to citizens issues and assist in resolving issues, attend meetings and represent the commissioner on boards and committees.

Business Instructor

Academy School of Careers

01/2005 – 01/2008

Develop lesson plans that encourage students to engage in the subject by encouraging questions, developing presentations that are interesting. Instruct students on material needed to earn their class credits. Teach basic skills encompassing management, supervision, accounting and math skills , Business English, introduction to Microsoft office, proper email techniques, help students prepare and study for lesson plans. Assess students via testing and classroom participation. Create lesson plans and modify accordingly throughout the year. Maintain grade books. Assist students with additional tutoring, if necessary, to keep the student in school and accomplishing their goal. Provide general business classes including ethics in business, management, supervision, and the roles of business entrepreneurs. Grade papers and perform other administrative duties as needed.

DIRECTOR of Environmental Services

01/1994 to 01/2004

City of El Paso – El Paso, TX

Direct all department operations to include Formulate, analyze, and manage a \$25 million operating/revenue budget and approximately \$11 million capital budget. Lead a staff of approximately three hundred employees including professional, paraprofessional, and labor personnel in providing services to approximately 140,000 residential customers, and approximately 2,000 commercial customers. Ensure compliance of all local, state, and federal environmental laws, implement employee safety programs including CDL drug testing policies & programs to minimize worker compensation costs, market development of services, short- and long-range planning and forecasting. Established Public Awareness Campaigns utilizing diverse types of media such as television, radio, newspaper, billing inserts, and community outreach. Coordinated efforts of several agencies in county wide community projects and enforcement efforts.

ADMINISTRATIVE ANALYST - OFFICE OF MANAGEMENT & BUDGET

01/1992 to 01/1994

CITY OF EL PASO, TX – El Paso, TX

Met with assigned departments to develop, monitor, and implement annual budgets as well as special revenue budgets. Departments included finance, Airport, Purchasing, Economic Development. Internal Service Funds, Worker compensations fund, employee health fund, unemployment insurance fund. Developed, monitored, and analyzed Health and Worker Compensation Funds, determined annual budgets and revenue forecasting for developing employee health premiums. Conducted rate analysis for implementing user fees for several departments including Solid Waste Management, Parks, Internal Service Departments, and other city fees. Developed program, budgeted, implemented, and supervised and maintained city's fixed Assets and information system.

ADMINISTRATIVE ANALYST - Public Works Department

01/1990 to 01/1992

City of El Paso – El Paso, TX

Analyzed departments requests for capital projects, Developed, project list and associated budget, monitored City's Capital Project List for Bond Sales Developed and implemented rate structure for Equipment Maintenance Internal Charges to user departments, developed budget and analyzed expenditures monthly, quarterly, and annually. Assisted public works departments such as public works, streets, permits, inspections, transportation, environmental services, and fleet services in developing annual budget, monitoring budgets, and addressing unforeseen needs. Kept abreast of state and national laws, rules and regulations pertaining to the Public Works group of departments. Informed Director and department heads as to changes, operational costs based on changes in laws, and implementation strategies. Met with local, state, and federal elected officials on issues pertaining to the various departments. Met with lobbyists to determine addressing issues of concern on laws that were pending.

Developed budget, monitored, and Implemented National Pollutant and Discharge Elimination System (NPDES) permit for storm water project. Met with consultants and citywide department heads and elected officials.

FINANCIAL SYSTEMS ANALYST

01/1985 to 01/1990

CITY OF EL PASO Financial Services – El Paso, TX

Developed methodology for all input of financial data into city's financial information system, supervised data entry personnel, monitored entries into the systems general ledger, developed special ad hoc reports for various financial needs of management. Information systems included Accounting, Payroll, Pension, Internal Charges, Bank reconciliation. Developed interface system with financial banking system and the city's financial system for accountability and efficient bank balance and bank reconciliations. Ensured all financial programs functioned for proper accounting controls and reporting. Developed and Implemented city wide Cashier System, Documented system information and trained users. Met with users at all levels from department heads to clerical staff, trained users on interpretations of system reports, and developed reports as per requests. Recommended changes to city's Comprehensive Financial Annual Report (CAFR) as well as system requirements according to Generally Accepted Accounting Standards (GAAP)

Former Affiliations

Metropolitan Planning Organization – Board Member

City of El Paso Financial and Audit committee member

Texas Municipal League Board of Directors

National Association of Latin Elected & Appointed Officials - member

National Association of Human Resource Management – Member

City of El Paso Employees' Pension Board – Member

Evolve Federal Credit Union, 1st Vice President

Current Affiliations

Association of University Women - member

University of Texas El Paso Alumni Association member

Webster University - Mentors program member

Boards

Bien Vivir Health Services – Past President

City of El Paso Bond Oversight Advisory Committee Member

Assoc. of Vietnam Veterans – Secretary & Newsletter Editor

League of Women Voters – Board Member

LULAC – Council 22269 President

Welcome Home Vietnam Veterans Committee - Chair

Cielo Vista Neighborhood Association Member

Texas League of United Latin America Citizens, Persons with Disabilities Committee, Chair

Awards & Recognitions

Downtown Management District - Professionalism Award-2004

Texas Legislator of the Year - Texas Vietnam Veterans of America - 2017,

El Paso Pride Award - 2002

State of Texas Governor's Award - 2003

Ft. Bliss Environmental Award-2003