



# Board Appointment Form

City Clerk

Submitted On: Jan 10, 2023, 10:37AM MST

Appointing Office	Representative District 4
Type of Agenda	Consent
Date of Council Meeting	Tuesday, January 18, 2023
Agenda Posting Language	Appointment of Rebecca Hernandez to the Sun Metro Citizen's Advisory Committee by City Representative Joe Molinar, District 4.
Name of Board/Committee/Commission	Sun Metro Citizen's Advisory Committee
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	Resident of the City of El Paso
Nominated By	Representative Joe Molinar
Nominee Name	Rebecca Hernandez
Nominee Email Address	REDACTED
Nominee Residential Address	
City / State / Zip Code	
Nominee Primary Phone Number	
Which District does the nominee reside in?	District 6
Does the proposed appointee have a relative working for the city?	NO
Has appointee been a member of other city boards / commissions / committees?	NO
List all real estate owned by appointee in El Paso County (by address, if none, enter 'N/A')	REDACTED
Who was the last person to have held the position before it became vacant?	Vacant
Incumbent Expiration Date	N/A
Reason person is no longer in office	Term Expired and New Board Created
Date of Appointment	January 18, 2023
Term begins on	November 01, 2022
Expiration Date of New Appointee	October 31, 2026
Term	First Term
Upload File(s)	Rebecca M. Hernandez - Resume - Citizen's Advisory Committee for the Board of the Mass Transit Department.pdf

**REVISED**

11:08 am, Jan 10, 2023

# Rebecca M. Hernandez

REDACTED

Highly motivated and enthusiastic individual with excellent communication and organizational skills.

## **PROFESSIONAL EXPERIENCE:**

### **EPVAHCS**

**5001 N. Piedras**

**El Paso, Tx 79930**

**915-564-6116**

**October 2019-Present**

**Medical Support Assistant for HAS (Optometry/Ophthalmology Clinic)**

**(GS 5)**

**Full-Time 40 Hours**

Front Office Medical Support Assistant for the Optometry/Ophthalmology clinic. Schedule Appointments, follow-up visits, eyeglass appointments, Humphrey Visual Fields. Check patients in for their appointments and check out. Verify insurance through ICB. Assist in the assessment of patients who walk in the eye clinic. Screen telephone calls and transfer them to appropriate personnel. Able to multi-task when diverse projects are happening simultaneously. Relay messages to physicians from patients and other medical services in different formats. Revise any open encounters towards the end of the day using VISTA's Encounter Action Required Report. Cancel, reschedule, and restore clinics. Schedule and take appropriate action on incoming consults. Schedule patients accordingly for pre-operative and post-operative procedures. Notify providers regarding patient's medication refill requests and make sure to notify patients when requests have been fulfilled. Expedite authorizations/renewals for fee based patients through Community Care Service. Participate in meetings/trainings to improve patient care. Verify demographic data of patients encountered in person or by phone. Update patient or other data as necessary. Monitor sites such as Secure Messaging, ICB, VAOS, VEText, and Audiocare daily. Responsible for multiple reports. Quick learner who can incorporate and implement new procedures/tasks as directed. Dependable/Independent and work extremely well under pressure or deadlines.

**Independent Contractor-Resource Specialist-HHSC****September 2013-October 2019****El Paso, TX 79936****915-328-8282****CSD-October 2007 to August 2013****6044 Gateway East Ste. 615****El Paso, TX 79905****915-594-7194****Salary-40 Hours Weekly**

Responsibilities included maintaining and running all aspects of office independently. Well versed in communication and interpersonal skills. Fluent in 3 languages. (English, Spanish, ASL). Proficient in oral and written skills including for public presentations/computer skills. Worked independently/Self Motivated in all tasks assigned. Performed all tasks in order to maintaining everyday functions in the office. Can easily interact with the general public, state/local agency personnel and all diverse populations. Can communicate in American Sign Language, English and Spanish. Provided trainings to diverse groups, employers and veteran support groups. Built relationships with local and community organizations and develop partnerships with state and local service providers agencies including school systems, institutions of higher learning, private businesses and Law Enforcement to facilitate equal access and to provide outreach and support services for diverse populations. Responsible for maintaining data base records, set up appointments and handling of correspondence. Conducted a weekly satellite office at the VA. Provided direct services including community education, trainings, advocacy and employment support for the community and VA sector. Experienced in Inventory/Office Supply Process (Purchasing/Receiving /Documenting). Maintained Inventory Records and Data Base. Communicated with a variety of vendors /venues to purchase supplies. Had to log in serial numbers and bar codes to existing inventory. Every quarter or when inventory arrived I had to always update existing inventory. Experienced in the Time Keeping/Payroll Process.

**El Paso Center of the Deaf and Hard of Hearing-Bookkeeper/Scheduler****August 2003-December 2006****6585 Montana****El Paso, TX 79925****Full-Time 40 Hours**

Prepared quarterly federal and state payroll reports. Maintained all accounts Receivable and accounts payable records. Managed bank books and reconciled bank statements. Prepared payroll for 25 employees. Responsible for scheduling all Sign Language Interpreters at the center.

**Dr. Jose Alva, MD-Coder/Accounting Clerk****July 1992-July 1997****2311 N. Mesa, Suite G****El Paso, Texas 79902****Full-Time 40 Hours**

Responsible for processing and filing all insurance claims, post and prepare daily deposit, post and process all daily invoices. Prepared quarterly federal and state payroll reports. Maintained all accounts Receivable and accounts payable records. Managed 2 sets of bank books and Reconciled bank statements. Prepared payroll for 10 employees.

**Southwestern General Hospital-PBX Operator/Admitting Clerk****June 1978-June 1980****1221 N. Cotton****El Paso, TX 79902****Full-Time 40 Hours**

Responsible for answering hospital switchboard. When short staffed  
Would assist in the admitting patients to the hospital.

**Languages:**

Fluent in English, Spanish and American Sign Language (ASL)

**Community Involvement:**

Board Member of Sun Metro Mass Transit 2018-Present

Board Member Build 2018-Present

Lion's Club Member 2010-Present

**Trainings:**

VISN-17 Lean Six Sigma Yellow Belt Training-June 2020

**EDUCATION:**

1982 to 2003	El Paso Community College El Paso, TX Sign Language Interpreting
1978 to 1982	University of Texas at El Paso El Paso, TX
1974 to 1978	Loretto Academy High School El Paso, Texas