

DATE: July 27, 2021

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell St. TELEPHONE 915-212-0008

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

Agenda for the Council Meeting of August 3, 2021

Item should read as follows: Appointment of Melissa Harcrow to the Veterans Affairs Advisory Committee

BOARD/COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Veterans Affairs Advisory Committee

NOMINATED BY: Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Melissa Harcrow
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

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

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: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: No

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: L. Dean Sanders

EXPIRATION DATE OF INCUMBENT: 10/03/2021

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

DATE OF APPOINTMENT: 08/03/2021

TERM BEGINS ON : 04/09/2021

EXPIRATION DATE OF NEW APPOINTEE: 10/03/2021

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

2nd TERM: _____

UNEXPIRED TERM: XX

MELISSA HARCROW

SUMMARY OF QUALIFICATIONS

- Twelve years' experience in United States Army supply chain and logistics management
- Familiar with ISO, TQM, Kaizen, and Lean Six Sigma
- Experienced in critical thinking, problem solving, research, and trend analysis
- Effective oral and written communication skills, utilized with all levels of authority and skills
- Proficient in Microsoft Word, PowerPoint, and Excel

EDUCATION

- Master of Business Administration, Concentration in Operations and Supply Chain Management
University of Texas at El Paso (UTEP) Awarded: 12/2020
- MBA Plus focused on Economics Certification Anticipated: 01/2022
- Bachelor of Science, Supply Chain and Logistics Management
Bellevue University Awarded: 03/2016

RELEVANT EXPERIENCE

General Clerk III

Advantage SCI, Fort Bliss, TX 03/2021-07/2021

- Process daily transactions to Soldier clothing records and the Central Issue Facility's (CIF) inventory
- Audit daily transactions for accuracy and correct posting errors
- Conduct causative research to resolve property record disputes
- Manage files and records in accordance with the Army Records Information Management System (ARIMS)

Administrative Support Associate

11/2017 – 01/2021

City of El Paso, El Paso, TX

- Administrative support and office management for the Office of the Mayor and a City Council Representative
- Decreased response time by three business days by conducting independent research to resolve discrepancies or gather information for constituents
- Maintained and purchased office inventory and equipment, reconciled purchases, and submitted maintenance requests monthly
- Coordinated strategic goals with 30 city departments and outside agencies on special projects

Supply and Logistics Technical Manager

07/2011 – 06/2014

U.S. Army, Fort Campbell, KY

- Chief advisor to the organization Director and Deputy Director in areas of supply operations and applicable regulatory guidance
- Performed annual audits of subordinate organizations for compliance with the Army Command Discipline Program (CSDP)
- Accountable for Army property valued at over \$560M dispersed throughout 46 locations worldwide
- Removed \$33M of excess equipment within the organization by directing transfers and returns
- Coordinated the acquisition and issue of 600 pieces of essential equipment

Logistics Supervisor

07/2008 – 06/2011

U.S. Army, Fort Bliss, TX

- Responsible for maintaining 100% of \$2.4B of critical equipment positioned globally
- Conducted quarterly and semiannual CSDP inspections of subordinate units
- Supported 2,500 employees during a hazardous conflict by managing contracts valued at over \$750K for water, ice, laundry, and other essentials
- Reached organizational strategic goals by 85% through arranging and supervising numerous equipment issues, turn-ins, and transfers
- Trained 40 employees in supply operations increasing performance by 15%

Supply Chain Manager

05/2007 – 06/2008

U.S. Army, Fort Bliss, TX

- Primary consultant to agency head in supply activities and accountable for \$37M of equipment throughout multiple conflicts
- Increased accuracy of the agency's automated equipment database by identifying and correcting deficiencies and discrepancies
- Successfully completed three inventories of 100% of equipment across two countries with zero losses
- Achieved a 95% rating on supply operations in CSDP inspection
- Awarded the Army Commendation Medal for competence and performance

Supply Specialist

07/2002 – 04/2007

U.S. Army, South Korea & Fort Hood, TX

- Assisted in managing a \$700K budget and enforcing CSDP
- Converted \$350M of equipment from obsolete automated supply accountability databases to new software with no discrepancies
- Conducted multiple inventories of equipment with 100% accuracy and no loss of equipment
- Issued over 1,000 cans of chemical decontamination solution to outside agencies during hazardous conflict increasing personnel safety
- Awarded the Army Commendation Medal and Army Achievement Medal for performance

CERTIFICATIONS

- Certified Associate in Project Management Completed: 2021

VOLUNTEER EXPERIENCE

Social Media Coordinator Team Red, White, and Blue (RWB) 11/2020 - Present

- Enriching the lives of veterans, family members and other organizations members through regular fitness activities, social gatherings, and community service events

Secretary, Volunteer Military Student Association at UTEP 07/2019 - Present

- Tutor and mentor other military affiliated students and serve the community on and off campus
- Connect military students with resources and opportunities to ensure success for academic, physical, and mental achievement

President, Parent Teacher Student Assoc. at Mission Early College H.S. 01/2019 - Present

- Serves Mission Early College High School families by partnering with parents and teachers to help students thrive and succeed
- Fundraises for student scholarships