

SISTER CITY COMMITTEE

Three (3) vacancies with term to 9-1-2026.

Duties

The Sister City Committee studies ways and means of improving relations with the Corpus Christi Sister Cities and to advise and consult with and assist the Mayor, the City Council, the City Manager and all other City agencies, boards and officials in accomplishing the purposes of the Sister City Program.

Composition

The Committee shall consist of nine (9) members who shall be appointed by the City Council and shall serve three-year terms. In addition, representatives from the following City departments shall serve as ex-officio, non-voting members of the steering committee: Mayor's Office, Corpus Christi International Airport and Parks and Recreation. The officers of the steering committee shall consist of a General Chair and Vice-Chair. The Chair and Vice-Chair shall be elected by majority vote of the Sister City Committee annually. If the General Chair is absent, the Vice-Chair shall serve as General Chair during his/her absence. The steering committee may appoint any other subcommittee as, in its judgment, will aid it in carrying out its duties. The steering committee shall determine the membership of each said subcommittee, its duties and chairman. The membership of each said subcommittee shall consist of members of the steering committee and, at the option of the steering committee, members from the community at-large.

Creation / Authority

Section 2-150, Code of Ordinances. Ord. Nos. 10195, 14291, 18961, M86-0043- 1/28/86; 19474 - 9/16/86; 19635 - 2/17/87; 21045 - 12/11/90; 021236 - 9/10/91; 023424- 8-25-98; 029687 - 11-20-12; 030913 - 8/9/16; 031963 - 12/17/19

Meets

First Monday of the month at 12:00 p.m. at the City Hall 3rd floor Engineering Smartboard Room

Member Size

9

Term Length / Limit

3 years / 6 years

Liaison

Wendy Herman

Appointing								
Name	District	Term	Appt. date	End date	Authority	Position	Status	Attendance
Arthur C. Wallace	District 4	Partial	6/14/2022	9/1/2023	City Council		Seeking reappointment	9/10 meetings - 90%
Almira Flores	District 4	2	9/7/2017	9/1/2023	City Council		Met the six-year service limitation	
Mirza Pearson	District 3	1	4/13/2021	9/1/2023	City Council	Vice-Chair	Not seeking reappointment	
Melody H. Cooper	District 5	2	11/7/2017	9/1/2024	City Council	Chair	Active	
Mourad Hasbaoui	District 3	Partial	7/18/2023	9/1/2024	City Council		Active	
Adria P. Vasquez	District 2	1	8/10/2021	9/1/2024	City Council		Active	
Luis F. Cabrera	District 2	2	8/27/2019	9/2/2025	City Council		Active	
Valerie Harbolovic	District 2	1	4/13/2021	9/1/2025	City Council		Active	

Appointing								
Name	District	Term	Appt. date	End date	Authority	Position	Status	Attendance
Susane "Westi" Horn	District 5	2	8/27/2019	9/2/2025	City Council		Active	
Mayor's Office Rep.		N/A	N/A	N/A		Ex-Officio, Non-voting	Active	
Parks and Recreation Rep.		N/A	N/A	N/A		Ex-Officio, Non-voting	Active	
C.C. International Airport Rep.		N/A	N/A	N/A		Ex-Officio, Non-voting	Active	

SISTER CITY COMMITTEE

Applicant List

Name	District	Status
John Garcia	District 1	Applied
Vanessa M. Guerrero	District 3	Applied
Charles Harris	District 4	Applied
Heather Moretzsohn	District 5	Applied
Jessica B. Parra	District 5	Applied
Sarah Rodriguez	District 2	Applied
Arthur C. Wallace	District 4	Seeking reappointment

Application for a City Board, Commission, Committee or Corporation

Profile

Mr. John Garcia
 Prefix First Name Last Name

[Redacted]

Email Address

317 Peoples Street
 Street Address

Apt 702
 Suite or Apt

CORPUS CHRISTI
 City

TX 78401
 State Postal Code

What district do you live in? *

District 1

Current resident of the city?

Yes No

If yes, how many years?

46

Mobile: (361) 244-9376 Business: (361) 991-7100
 Primary Phone Alternate Phone

Comfort Suites Near Texas A&M-Corpus Christi DIRECTOR OF SALES
 Employer Job Title

Work Address - Street Address and Suite Number

1814 ENNIS JOSLIN ROAD

Work Address - City

CORPUS CHRISTI

Work Address - State

TX

Work Address - Zip Code

78412

Work Phone

361-991-7100

Work E-mail address

[REDACTED]

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

NO

Education, Professional and/or Community Activity (Present)

SEE ATTACHED RESUME

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

i want to be in the visit corpus christi cvb board

Why are you interested in serving on a City board, commission or committee?

be involved in the city to make it a better community

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

n/a

Demographics

Gender

Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

n/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

Economic Development / Tourism

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

Mr. John Garcia

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

John Garcia

317 Peoples Street Apt#205

Corpus Christi, TX 78401

Cell: 361.444.9566

Email: [REDACTED]

John Garcia has been active in the hospitality industry for 19 years. Born and raised in Corpus Christi, Garcia's first opportunity arose when he started at the Ramada Inn Bayfront & Conference Center in 1997. This experience adds supplemental familiarity with conventions sales, hospitality, and strong community involvement. During his first 6 years at the Ramada Inn, he became a member of numerous organizations: Corpus Christi Chamber of Commerce (Ambassador), Corpus Christi Hispanic Chamber (Embajador), Hospitality Sales Marketing Association (Vice President, 2004) (HSMA Member of the Year 2004), and Harbor Lights Festival (Committee member) Dress for Success Volunteer, Transportation Advisory Committee Board member, NAACP Banquet Committee member, Corpus Christi Greater Hospitality Association member, Girl Scouts of South Texas, Westside Business Association member and the Corpus Christi Transportation Advisory Board.

John also accomplished a graduate, certification course from the prestigious Dale Carnegie. Garcia's experience as Sales Manager gave him an opportunity to advance in the hotel industry. In June 2003, he became Director of Sales & Marketing at the Ramada Limited Airport Hotel on McBride Lane and Interstate 37. In April 2005 an opportunity arose at the Corpus Christi Convention Visitor Bureau as Destination Sales Manager for the sports & Mexico market for the city. Is currently Director of Sales for a couple hotels in the greater Corpus Christi area. John holds a great appreciation for the power of community, and his continued involvement and support is evident in his work performance

Application for a City Board, Commission, Committee or Corporation

Profile

Vanessa
First Name

M
Middle Initial

Guerrero
Last Name

[Redacted]

Email Address

4433 ELVIRA
Street Address

Corpus christi
City

TX
State

78416
Postal Code

What district do you live in? *

District 3

Current resident of the city?

Yes No

If yes, how many years?

33

Home: (361) 537-5932
Primary Phone

Home: (361) 537-5932
Alternate Phone

RISD
Employer

Teacher
Job Title

Work Address - Street Address and Suite Number

4433 ELVIRA

Work Address - City

Corpus christi

Work Address - State

TX

Work Address - Zip Code

78416

Work Phone

3615375932

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Corpus christi

Why are you interested in serving on a City board, commission or committee?

I want to help make Corpus Christi a better place, & be apart of something meaningful that would not only help, but impact individuals for years to come.

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

Corpus christi

Demographics

Gender

Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

Corpus christi

Board-specific questions (if applicable)

Question applies to CORPUS CHRISTI COMMISSION ON CHILDREN & YOUTH

The Commission on Children & Youth preferred representatives for adult membership from certain categories. High school students must be a Junior or Senior at time of appointment. Do you qualify for any of the following categories? *

Education

Question applies to HOUSING AUTHORITY

Are you a Housing Authority Resident?

Yes No

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Application for a City Board, Commission, Committee or Corporation

Profile

Charles

First Name

Harris

Last Name

[Redacted Email Address]

Email Address

1514 Ennis Joslin Rd

Street Address

1124

Suite or Apt

Corpus Christi

City

TX

State

78412

Postal Code

What district do you live in? *

District 4

Current resident of the city?

Yes No

If yes, how many years?

26

Mobile: (361) 444-9050

Primary Phone

Business: (361) 992-9646

Alternate Phone

Bryan K Harris PC

Employer

Legal Assistant

Job Title

Work Address - Street Address and Suite Number

1514 Ennis Joslin Rd, 1124

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78412

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No. I do not currently serve on any current City board

Education, Professional and/or Community Activity (Present)

TAMUCC School of Business Graduate-Bachelors in Business Administration; Involved with Good Samaritan and Mission 911 charities.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

1) Library Board 2) Arts & Commission 3) Sister City Commission

Why are you interested in serving on a City board, commission or committee?

I am interested in bringing new ideas to the table and am willing to personally represent all of the diverse segments of our community when it comes to my decision making, which would mean giving the input needed to help Corpus Christi make the most informed and inclusive decisions possible. I feel my presence would provide a breath of fresh air and bring a youthful energy that is much needed with these boards.

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

None of the above

Question applies to LIBRARY BOARD

The Library Board preferred representatives from certain categories. Do you qualify for any of the following categories? *

None of the above

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Application for a City Board, Commission, Committee or Corporation

Profile

Heather

First Name

Moretzsohn

Last Name

[Redacted]

Email Address

7633 Rancho Vista Blvd. West

Street Address

Corpus Christi

City

TX

State

78414

Postal Code

What district do you live in? *

District 5

Current resident of the city?

Yes No

If yes, how many years?

20

Home: (361) 215-2306

Primary Phone

Home: (361) 883-8900

Alternate Phone

Rodriguez & Moretzsohn, PLLC

Employer

Owner/manager of law firm

Job Title

Work Address - Street Address and Suite Number

713 Ayers Street

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78404

Work Phone

361883-8900

Work E-mail address

heather@debrarodriguez.com

Preferred Mailing Address

Work Address

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

See attached resume for more details. Education - JD/MA - International Law (1999/2001); Professional/Community activity - Member of Rotary Club of Corpus Christi. Additional - lived in Europe, Japan, Mexico and Brazil.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

N/A

Why are you interested in serving on a City board, commission or committee?

I am interested in fostering international issues to the Corpus Christi community.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

HEATHER "ERIKA" MORETZSOHN de CASTRO

Rodriguez & Moretzsohn, PLLC

713 Ayers Street

Corpus Christi, Texas 78404

Phone: (361) 883-8900 / Fax: (361) 883-6609

Email: [REDACTED](work)

US Legal Work:

- Rodriguez & Moretzsohn, PLLC, Corpus Christi, Texas (2010-present)
- Reina, Bates & Kowalski, P.C., Corpus Christi, Texas (2008-2010)
- Harris & Greenwell, L.L.P., Corpus Christi, Texas (2005-2008)

International Work:

- Japan - Nishi Law Firm, Tokyo (2001)
- Brazil - American Consulate, US Department of State, São Paulo (1994)
- Japan - Japan Ministry of Education, AET/Coor. Int'l Rel., Mie Ken (1991-1992)

US Education:

- J.D. / M.A. - University of Hawaii, Manoa (Int'l Law) (1999 / 2001)
- B.A. - George Washington University, Washington, D.C. (Int'l Rel/Econ.) (1991)

International Scholarships:

- Japan - U.S. National Security Education Program (NSEP) (2000-2001)
- West Pacific Islands - American Association of University Women (AAUW) (1995-1996)
- Japan/West Pacific Islands - Fulbright Scholar, Fulbright Foundation (1992-1993)
- Austria - Rotary Ambassadorial Scholar, Int'l Rotary Foundation (1987-1988)

Field(s) of Practice:

- U.S. Immigration Law; International Law (Public and Private)

Languages:

- Spanish and Portuguese

Background:

- Born - Saipan, Commonwealth of the Northern Mariana Islands (CNMI)
- Raised - Honolulu, Hawaii

Application for a City Board, Commission, Committee or Corporation

Profile

Dr Jessica B Parra
 Prefix First Name Middle Initial Last Name

[Redacted]
 Email Address

6018 Garden Ct
 Street Address

Corpus Christi TX 78414
 City State Postal Code

What district do you live in? *

District 5

Current resident of the city?

Yes No

If yes, how many years?

38

Mobile: (361) 877-9502 Business: (361) 888-5670
 Primary Phone Alternate Phone

University of the Incarnate Word Director of Student Services
 Employer Job Title

Work Address - Street Address and Suite Number

5350 S. Staples Suite 300

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78411

Work Phone

3618885670

Work E-mail address

jbparra@uiwtx.edu

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Education: DOCTOR IN BUSINESS ADMINISTRATION, UNIVERSITY OF THE INCARNATE WORD - May 2023 MASTER OF MANAGEMENT, EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - 27 hours completed used to prepare for DBA - 2007 MASTER OF PUBLIC ADMINISTRATION, TEXAS A&M CORPUS CHRISTI - December 2000 BACHELOR OF ARTS IN COMMUNICATION, TEXAS A&M CORPUS CHRISTI - May 1999 Work Experience: JANUARY 2018 – PRESENT UNIVERSITY OF THE INCARNATE WORD DIRECTOR OF STUDENT SERVICES, MARCH 2021 - PRESENT DIRECTOR OF OPERATIONS, JANUARY 2018 – MARCH 2021 SEPTEMBER 2001 – JANUARY 2018 EMBRY-RIDDLE AERONAUTICAL UNIVERSITY DIRECTOR OF OPERATIONS, NAVAL AIR STATION CORPUS CHRISTI Adjunct Instructor: University of the Incarnate Word August 2020 – present Embry-Riddle Aeronautical University January 2011 – December 2017 Presentations: "Learning for Life in Arts & Humanities," Discover Your Direction: Exploring Endorsements Conference, 2019-2023. "Learning for Life in Arts & Humanities," Ready for College and Career Conference, 2019-2023. "Challenges, Obstacles for Women in Higher Education and How to Overcome Them," International Seminar 4WbyW "For Women by Women", May 2022. "Power of Working Together," 13th Annual Texas Veterans Higher Education Symposium, October 13-15, 2020. Professional Affiliations: Institutional representative for Texas Women in Higher Education (TWHE) Current Events Chair for Education to Employment, Citizens for Educational Excellence Current member of Citizens for Educational Excellence P-16 partnership Current member of National Academics Advising Association, NACADA Current member of Council of Adult and Experimental Learning, CAEL United Chamber Leadership Corpus Christi Class 47 alumni Elected 2021 Board member for Ronald McDonald House of the Coastal Bend Representative for University of the Incarnate Word on Education to Employment committees July 2018 to present. Member of Education and Workforce Committee for United Chamber of Commerce October 2018 to present. Representative for Embry-Riddle Aeronautical University on Del Mar Aviation Advisory board 2005-2017

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Sister City Committee Art & Cultural Commission

Why are you interested in serving on a City board, commission or committee?

I am interested in making a meaningful impact on my local community and the City of Corpus Christi. I have always been interested in government and developed that interest with my public administrator degree. I also had a unique experience of graduating from Leadership Corpus Christi which encouraged servant leadership within our community. Serving on a board, commission or committee would provide me with the opportunity to give back to the City and learn from those already in the groups. I have a passion for government and the ability to participate in assisting those in our community.

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

Higher Education

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

DR. JESSICA B. PARRA

Phone: (361) 877-9502
Jessica.Parra2192@gmail.com

Experienced University Director and Adjunct Instructor with demonstrated history of working in the higher education industry. Educated in business, public administration, marketing, economics, social responsibility, and ethics. Over 20 years of director, supervisory, budget, hiring and facility management. Experienced in adult education, high school transitioning to higher education, active military students, and veterans.

EDUCATION

DBA	University of the Incarnate Word, Business Administration	May 2023
MS	Embry-Riddle Aeronautical University, Management 27 graduate credits in management coursework	Earned credit.
MPA	Texas A&M – Corpus Christi, Public Administration	December 2000
BA	Texas A&M – Corpus Christi, Communications Graduated Summa Cum Laude Minor in Television/Film	May 1999

TEACHING EXPERIENCE

University of the Incarnate Word, San Antonio, TX Adjunct Instructor, School of Professional Studies	August 2020 - Present
<ul style="list-style-type: none">• Taught Organizational, Business and Management classes, undergraduate courses, covering the following topics: Undergraduate management and organizational courses within the Business Administration and Management degrees. Graduate courses in Human Resources and Ethics Leadership.• Developed quizzes, exams, and homework in both Blackboard and Canvas. Utilizing Canvas Studio, Navigate student alert system, Teams, Banner, and Degree Works.• Revised the syllabus to meet accreditation standards.• Instructed in-person, online and hybrid (in-person and online).• Classes are taught in 4, 8 and 16 week formats.	
Embry-Riddle Aeronautical University, Daytona Beach, FL Adjunct Instruction, Worldwide	May 2011 - Dec 2018
<ul style="list-style-type: none">• Taught Business and Management classes, undergraduate courses averaging 70 students per semester, covering the following topics: Undergraduate management, ethics and multicultural workforce courses within the Business Administration and Management degrees.	

- Developed quizzes, exams, and homework in Blackboard. Utilizing Grades First alert system, zoom, and Banner.
- Revised the syllabus to meet accreditation standards.
- Instructed in person, online and hybrid via in person and online.
- Classes were taught in 9 and 8-week formats.

EMPLOYMENT EXPERIENCE

March 2021 - Present

Director of Student Services, University of the Incarnate Word

Director provides leadership for large community projects, graduation planning, and volunteer organizer for two graduation ceremonies held twice a year for the entire university. SPS coordinator and facilitator for marketing projects, photoshoots, press releases, and interviews in Corpus Christi and San Antonio. I am responsible as the designated supervisor of the Corpus Christi and San Antonio offices (including advising, tutoring, processing, and security staffing) for establishing and promoting the vision and mission of the university. In addition, this position assists to develop and set appropriate administrative policies, services, controls, communication, and reporting systems supported by the Dean of the School of Professional Studies (SPS).

As Director, I maintain the annual budget for the Corpus Christi center and overview of budget analysis for two centers in San Antonio. Budget management includes marketing, staff salaries, and revenue. Must plan or organize fiscal activities for the center, from budget increases to restrictions depending on university needs. Coordinate and maintain data on retention and academic placement initiatives and the proper offering of classes for each semester's student population. Also, as Director, I represent the university through events (Leadership Corpus Christi class 47, Ronald McDonald House, Education to Employment Partners, and other local agencies) and partnerships in Corpus Christi and San Antonio to include community stakeholders, liaison with elected officials and representatives of local, regional, state and federal governments, other agencies, business, professional and community groups, the media and the public.

This position requires extensive contact with the numerous departments within the university system for procedures, events, and other assignments. Develop and promote a culture that values, supports, grows, and sustains diversity in university. Acts knowledgeably and expertly within required federal, state, and university/agency laws, regulations, procedures, and policies on behalf and within university. Works with leaders across the organization to embed Diversity, Equity, and Inclusion (DEI) into all employee and student touchpoints.

Actively participate in college and community activities, including attending, presenting, and working with community leaders, businesses, and other agencies to promote and distribute information on our university or the program I am working with as a non-profit entity.

JANUARY 2018 – MARCH 2021

Director of Operations, University of the Incarnate Word

Lead advising team to establish success plans for students from start to completion of degrees. Develop term schedule, hiring contact for faculty and assigning for classes. Designed student success programs and webinars with the support of university departments to acclimate students to university life. Recruiting of new students at marketing events, education fairs, live interviews both on television and social media. Admission decisions and advising for undergraduate and graduate students. Responsible for social media for Corpus Christi as well as website updates through Cascade CMS. Recruit through education fairs, television promotions and interviews for new students. Track progress of registrations and retention goals through data process management. Oversees marketing expenditures, facility expenses.

SEPTEMBER 2001 – JANUARY 2018

Director of Operations, Embry-Riddle Aeronautical University

Oversaw all advising and admissions process for center, monitor student progress through graduation. Track progress of registration and retention goals, accountabilities, and development objectives. Responsible for center budget, monitor and controlling of finances allocated for center. Responsible for academic advising for student in degree programs, certificates, and non-credit courses. Ensured state, Veteran's Affairs, Texas Workforce Commission, and federal compliance for memoranda of understanding with military services for on base delivery of programs. Develop term schedule, hiring contact for faculty and assigning for classes. Managed the recruiting of new students at marketing events, education fairs, live interviews both on television and social media. Served as a representative for ERAU at all TACVPO, COMETS, education fairs, Del Mar Aviation Advisory Board and military leadership. Evaluated military training through ACE for university credit including testing such as CLEP, Dantes and Excelsior.

PRESENTATIONS AND INVITED LECTURES

Presentation, "Learning for Life in Arts & Humanities," Discover Your Direction: Exploring Endorsements Conference, 2019-2023.

Presentation, "Learning for Life in Arts & Humanities," Ready for College and Career Conference, 2019-2023.

Presentation, "Challenges, Obstacles for Women in Higher Education and How to Overcome Them," International Seminar 4WbyW "For Women by Women", May 2022.

Panel Presentation, "Power of Working Together," 13th Annual Texas Veterans Higher Education Symposium, October 13-15, 2020.

PROFESSIONAL TRAINING

Humanizing Your Online Course

University of the Incarnate Word, May 2022

Communicating in Times of Change

LinkedIn Learning, February 2022

Performance Management: Setting Goals and Managing Performance

LinkedIn Learning, January 2019

Communicating Nonverbally

LinkedIn Learning, February 2022

How to Listen and How to be Heard

LinkedIn Learning, February 2022

Own Your Voice: Improve Presentations and Executive Presence

LinkedIn Learning, February 2022

Overcoming Cognitive Bias

LinkedIn Learning, March 2022

Performance Management: Setting Goals and Managing Performance

LinkedIn Learning, April 2022

PROFESSIONAL AFFILIATIONS

Institutional representative for Texas Women in Higher Education (TWHE)

Current Events Chair for Education to Employment, Citizens for Educational Excellence

Current member of Citizens for Educational Excellence P-16 partnership

Current member of National Academics Advising Association, NACADA

Current member of Council of Adult and Experimental Learning, CAEL

United Chamber Leadership Corpus Christi Class 47 alumni

Elected 2021 Board member for Ronald McDonald House of the Coastal Bend

Representative for University of the Incarnate Word on Education to Employment board July 2018 to present.

Member of the Government Affairs Committee for United Chamber of Commerce October 2018 to present.

Member of Education and Workforce Committee for United Chamber of Commerce October 2018 to present.

Representative for Embry-Riddle Aeronautical University on Del Mar Aviation Advisory board 2005-2017

COMMUNITY SERVICE

Ronald McDonald House Charities

Member Board of Directors, Corpus Christi, TX January 2021 – March 2022

Education to Employment Partners

Chairman Committee, Corpus Christi, TX, February 2020 – March 2022

LANGUAGES

English: Native Language

COMPUTER SKILLS

- **MS Office**
Word, Excel, Outlook, PowerPoint, Access
- **Google Drive**
Docs, Drive, Forms, Gmail, Sheets, SharePoint
- **Spreadsheets**
Excel, Google Drive, Open Office, pivot tables, vertical lookups, macros
- **Email**
Outlook, Gmail, mail merge, filters, folders
- **Presentations**
PowerPoint, Google slides, Tableau, Keynote
- **Operating systems**
MacOS, Microsoft Windows

Internet Tools

- **Social media**
LinkedIn, Facebook, Twitter, Instagram, YouTube, Hootsuite, Tiktok, Pinterest, content creation
- **Blogging**
Wordpress, Wix, content management, MailChimp, Google Analytics,
- **Team collaboration**
Dropbox, Zoom, Skype, Trello, SharePoint

Software skills

- **Programming/coding**
Java, Javascript, HTML

- **Database management**
MS Access, Oracle, Banner, Navigate, Argos, PowerBi
- **Enterprise systems**
Quikbooks
- **Graphics and design**
Dreamweaver, Illustrator, InDesign, Photoshop, Acrobat, Corel Draw, Microsoft Publisher

REFERENCES

Dr. Dawn Liguez, Adjunct Professor
School of Professional Studies
University of the Incarnate Word
Phone: 361.701.4546
Email: dplatt@uiwtx.edu

Leanna Walker, Director of Academic Affairs
School of Professional Studies
University of the Incarnate Word
Phone: (210)805.5801
Email: leyoung@uiwtx.edu

Application for a City Board, Commission, Committee or Corporation

Profile

Sarah
First Name

Rodriguez
Last Name

[Redacted]

Email Address

3535 Santa Fe
Street Address

Unit 41
Suite or Apt

Corpus Christi
City

TX
State

78411
Postal Code

What district do you live in? *

District 2

Current resident of the city?

Yes No

If yes, how many years?

33

Home: (361) 779-1273
Primary Phone

Home: (361) 806-8579
Alternate Phone

NuStar energy
Employer

Regional Human Resources
analyst
Job Title

Work Address - Street Address and Suite Number

410 SPID suite 200

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78405

Work Phone

3618058579

Work E-mail address

Sarah.rosriguez@nustarenergy.com

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

CASA board member for over 1 year, Girl Scouts of Greater South Texas Board member for over 1 year

Education, Professional and/or Community Activity (Present)

Very active in the community, a member of YBPA, active on the boards I serve

Why are you interested in serving on a City board, commission or committee?

I was a sister city recipient and loved the program. To this day I am still close to my sister city family and know how special and important these experiences and relationships are to youth.

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

No

Demographics

Gender

Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Application for a City Board, Commission, Committee or Corporation

Profile

Arthur

First Name

C

Middle Initial

Wallace

Last Name

[Redacted Email Address]

Email Address

13526 Peseta Ct

Street Address

Corpus Christi

City

TX

State

78418

Postal Code

What district do you live in? *

District 4

Current resident of the city?

Yes No

If yes, how many years?

9

Mobile: (931) 206-5057

Primary Phone

Home: (361) 251-9332

Alternate Phone

Certainteed Corporation

Employer

Territory Manager

Job Title

Work Address - Street Address and Suite Number

13526 Peseta Ct

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78418

Work Phone

3612519332

Work E-mail address

Art.wallace@saint-gobain.com

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

SISTER CITY COMMITTEE: Submitted

Interests & Experiences

Are you a registered voter?

Yes No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Sister City Committee

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Sister City Committee Padre Isles Management District

Why are you interested in serving on a City board, commission or committee?

I want to be involved in the growth of the area in which I live.

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

Yes No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes No

Are you a current candidate in an election for a non-city public office?

Yes No

Do you currently serve as an elected official for a non-city public office?

Yes No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

NA

Board-specific questions (if applicable)

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

ARTHUR WALLACE

CORPUS CHRISTI, TX 78418 • 931-206-5057

WWW.LINKEDIN.COM/IN/ARTHURWALLACE/

SALES & OPERATIONS MANAGEMENT

PERSONNEL MANAGEMENT, ORGANIZATIONAL IMPROVEMENT, FINANCIAL MANAGEMENT

Strong sales acumen and a track record of success in consistently producing over \$10M in sales

Accomplished sales-driven professional with vast experience leading high performance teams, enhancing sales revenues, and significantly increasing service quality and customer base. Adept at cultivating and administering client relationships, aligning various aspects of the business and demonstrating success in product launch and sales presentations, operations management, technology integration, and policy development. Exhibits expertise at managing the creation and implementation of departmental objectives and priorities for each assigned area, establishing appropriate service and staffing levels, evaluating the effectiveness of service delivery methods, and allocating resources accordingly to augment organizational stability. Pragmatic leader, skilled at planning and coordinating the recreation plans and executing associated projects and programmatic responsibilities.

Areas of Expertise

Growth Initiatives • Regional Portfolio Management • Product Development • Field Sales Leadership

Territory Account Management • Market Share Growth • Client Base Enhancement • Relationship Building

Budget Administration & Oversight • Client Base Enhancement • Lead Generation & Referrals
Administrative Assistance & Support • Aviation Maintenance Management • Microsoft Office Suite • Salesforce CRM

• HIPAA Certification

PROFESSIONAL EXPERIENCE

SRS DISTRIBUTION / SOUTHERN SHINGLES - Corpus Christi, TX

2020 - Present

Territory Sales Manager/Outside Sales Representative

Create and implement an exceptional and growth-focused territory development plan aimed at enhancing sales of Residential and Commercial roofing products throughout the state. Coordinates with senior leadership to drive product innovation and develop company strategies through a deep expertise in quality, positioning, pricing, selection, and product development. Secures business from new and existing customers, negotiating/preparing proposals, and sharing terms of sales/delivery dates with clients. Updates market efforts and strategies through numerous Customer Resource Management Platforms.

Highlights:

- Planned and recommended productive strategies, gaining market share/penetration in the local roofing, general contractor, and home builder markets, increasing profitability, and maintaining integrity of the brand across multiple channels.
- Consistently increased Branch Revenue resulting in the Branch meeting projected monthly budget each month.
- Regularly engages with Architects, Engineers, Roofing Contractors, and Construction Companies by way of product demonstrations and presentations.
- Conducts Marketing Research of competitor product via reports generated by Intertek, UL, ICC-ES, and the IBC.

TAMKO BUILDING PRODUCTS - Corpus Christi, TX

2015 - 2020

Territory Sales Manager

Delivered proactive guidance and support to staff in the proper installation of roofing materials and facilitate seamless execution of all associated functions. Devised and implemented all prolific sales strategies, coupled with performing cold calling, managing and organizing appointments, streamlining all activities to ensure customer satisfaction, and driving business growth. Utilized strategic roadmaps to prioritize, align, and integrate sales acquisition and expansion measures along with analyzing/making improvement suggestions that enhanced lead conversions. Served as a Subject Matter Expert in Residential and Commercial Roofing Products in order to ensure customer base is informed on proper installation of current and new product.

Highlights:

- Surpassed all sales metrics expectations and generated \$8M in yearly sales by penetrating into emerging/potential markets.
- Promoted to the position of Territory Manager from Contractor Sales Specialist within one-year on account of delivering remarkable services and augmenting organizational growth.
- Spearheaded and maintained marketing efforts for Commercial Roofing Products in the South Texas Market resulting in consistent market growth every quarter.
- Frequently serves as Product Manager for the creation of new products and creates and executes Marketing Campaigns upon completion to facilitate a quick market entry for new product.

THE TATITLEK CORPORATION - Fort Bliss, TX

2014 - 2015

Personnel Assistant II

Served as the primary advisor to senior management, compiling and drafting organizational charts and other general office documents and material as required and supporting in administering all other executive matters. Monitored the status of financial resources, preparing and providing monthly financial reconciliation reports and mitigating issues that impacted the validity of the federal government's financial system in close alliance with operations coordinator.

Highlights:

- Created and implemented comprehensive database for reporting of productivity statistics to comply with corporate policies which resulted in significant time and financial savings.

US ARMY - Various Locations

2007 - 2014

Senior Medical Supervisor, Fort Bliss, TX (2012 - 2014)

Planned and executed proactive initiatives aimed at enhancing health, discipline, and professional development of all assigned personnel and incoming Wounded Military Personnel during deployments. Analyzed and resolved the personal, professional, financial, and relocation issues of all personnel along with training and mentoring them to be successful in managing assigned tasks, training, and physical fitness. Exercised interpersonal skills, collaborating closely with nurse case managers, primary care managers, social workers, and other senior leaders and ensuring provision of proper support and services to personnel in their comprehensive transition plan.

Highlights:

- Managed leadership development functions and employed creative approaches that led to improving the morale, welfare, and discipline of four team leads.
- Achieved and Maintained HIPAA Certification as required for position.

Aviation Maintenance Floor Supervisor, Fort Bliss, TX (2012)

Conducted scheduled inspections and functional checks and accordingly provided guidance to staff in carrying out preventive maintenance on structures, systems, and components associated with the aircraft. Coordinated the maintenance plans, assisting and supervising the staff members in optimizing the fitness of unique aircraft fleet for long-range missions. Guided internal cross-functional teams to improve outcomes for readiness and resolved issues that caused reduction in productivity and progress. Prepared and maintained all financial aspects of the maintenance program to ensure that projects stayed within proposed budget.

Highlights:

- Procured pertinent resources and transported critical tools, equipment, aircraft parts, and components necessary to complete present and future maintenance requirements.

Technical Inspector, Fort Bliss/Fort Hood, TX (2010 - 2012)

Played an integral role in maximizing the overall safety, welfare, training, and development opportunities for a supervisor and instructed approx. 150 maintenance personnel. Tracked/eliminated deficiencies in all aircraft systems and support equipment in close association with staff members. Read and interpreted manufacturers' maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning components. Offered technical direction to technicians on work assignments as required, following up on work in progress and tracking lead times.

Highlights:

- Enhanced airworthiness of all aircrafts by inspecting and modifying their structures and functional components, including rigging, surface controls, plumbing, and hydraulics.

Maintenance Supervisor, Fort Hood, TX (2009 - 2010)

Closely monitored the performance of the systems and equipment associated with helicopters, analyzing and eradicating any issues and ensuring that all mission support requirements being met appropriately. Delivered productive leadership and assistance to technical staff in managing all assigned tasks. Leveraged expertise in the field, providing prolific advisement in interpreting/optimizing technical data, schematics, and fault logic diagrams and isolating all malfunctions.

Highlights:

- Spearheaded the implementation of operational strategies and supported six supervisors and 12 other personnel in their personal and professional growth.

EDUCATION

Bachelor of Science (BS) in Applied Management (Online), Grand Canyon University, AZ

CERTIFICATION

General Educational Development Certification Course, Fayetteville Technical Community College, NC