

NUECES COUNTY TAX APPRAISAL DISTRICT

Two (2) vacancies with term ending 12-31-25, representing the following categories: Place 3 (City) and Place 4 (City).

Duties

The Nueces County Tax Appraisal District is responsible for making general policies regarding the operation of the appraisal district (i.e., reappraisal programs, analysis of procedures, etc.). They are also responsible for appointing the Appraisal Review Board.

Composition

Eight (8) members who each shall serve a two-year term and shall have one vote. Each member of the board shall be selected or elected to fill one place on the board, which places shall be numbered one through seven. The term of each member shall begin on January 1 of each even-numbered year. A member must be a resident of the appraisal district, reside in the appraisal district for at least two (2) years immediately preceding the date the individual takes office, and not owe delinquent property taxes to the taxing entity. A person may not be appointed or continue to serve if related within second degree of consanguinity to an appraiser who appraises property for use in the Appraisal Review Board proceedings or represents property owners for compensation before the Appraisal District's Appraisal Review Board. The County Tax Assessor - Collector serves as an ex-officio member. The following entities will designate board members for the places as listed:

PLACE NUMBER and JURISDICTION VOTING ON THIS PLACE

1 and 2 Corpus Christi ISD

3 and 4 City of Corpus Christi

5 Nueces County

6 Urban-Port Aransas to be decided by the following ISDs: Calallen, Flour Bluff, Port Aransas, City of Port Aransas, Tuloso-Midway, and West Oso.

7 Rural-Agribusines to be decided by these: Agua Dulce ISD, City of Agua Dulce, Banquete ISD, Bishop ISD, City of Bishop, Driscoll ISD, City of Driscoll, London ISD, Robstown ISD, City of Robstown, and Santa Cruz ISD.

8 - Del Mar College

The City of Corpus Christi shall submit names for Places 3 and 4 to the Nueces County Appraisal District before October 30th, and each odd-numbered year thereafter.

Creation / Authority

Senate Bill #621, amending Title I of the tax code (referred as the "Act") Subchapter A of the act provides for establishment of appraisal districts and means of selecting the Boards of Directors for such districts: City Res. No. 15132, 9/19/79, and Res. No. 15149, 9/26/79, Res. No. 16575, 10/7/81; S.B. 63 Section 20, 87 [R] eff 9-1-2021; Texas Property Tax Law Code Section 6.035.

Meets

2nd Wed. monthly, 9:00 a.m., 201 N. Chaparral, 1st Floor Board Rm.

Member size

8

Term Length / Term Limit

2 years / 5 terms

Liaison

Elias Sissamis

Appointing Authority									
Name	District	Term	Start date	End date	Authority	Position	Status	Category	Attendance
Deven S Bhakta	District 5	1	9/6/2022	12/31/2023	City Council		Active	Place 3 (City)	7/9 meetings - 78%
Gerardo "Jerry" Garcia	District 4	1	9/14/2011	12/31/2023	City Council	Chair	Active	Place 4 (City)	8/9 meetings - 89%
Caitlin Chupe		1	8/13/2022	12/31/2023	CCISD		Active	Place 1 (CCISD)	

Name	District	Term	Start date	End date	Appointing Authority	Position	Status	Category	Attendance
Corbett Pool	District 4	1	1/15/2020	12/31/2023	CCISD		Active	Place 2 (CCISD)	
Gabriele Hilpold	District 4	1	1/10/2018	12/31/2023	Nueces County		Active	Place 5 (Nueces County)	
Leo Gonzalez		1	2/8/2017	12/31/2023	Urban- Robstown	Secretary	Active	Place 6 (Urban)	
Luis Elizondo		1	5/9/2012	12/31/2023	Rural-Agribusiness	Vice-Chair	Active	Place 7 (Rural)	
Armando Chapa	District 5	1	1/10/2018	12/31/2023	Del Mar College		Active	Place 8 (Del Mar College)	
Kevin Kieschnick		N/A	N/A	N/A	Tax Assessor	Ex-Officio, Voting	Active	Tax Assessor Collector	

NUECES COUNTY TAX APPRAISAL DISTRICT

Applicants

Name	District	Status	Category
Gerardo "Jerry" Garcia	District 4	Seeking reappointment	City
Vanessa Schroeder	District 1	Applied	City
Deven S Bhakta*	District 5	Seeking reappointment	City
Janie Gifford	District 4	Applied	City

*Serves on the Corpus Christi Convention & Visitors and Bureau Board (CCCVB). Resignation is not required since the CCCVB and NCAD are not a city board and Council Policy 10 Subsection G would not apply.

Application for a City Board, Commission, Committee or Corporation

Profile

Gerardo "Jerry"

First Name

Garcia

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

CORPUS CHRISTI

City

TX

State

78418

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

What district do you live in? *

District 4

Current resident of the City of Corpus Christi?

Yes No

If yes, how many years?

31

SELF-EMPLOYED

Employer

Pres

Job Title

Work Address - Street Address and Suite Number

Work Address - State

TX

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

NUECES COUNTY TAX APPRAISAL DISTRICT: Submitted

Interests & Experiences

Gerardo "Jerry" Garcia

Are you a Nueces County registered voter?

Yes No

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

Nueces County Tax Appraisal Board

Education, Professional and/or Community Activity (Present)

Del Mar College - A.A., various classes throughout career, teaching seminars for TX Assoc. of Bldvs, Corpus Christi Councilman 2005-07, Life Director - TAB, Dir.-NAHB, President C.C. Builders Assoc, Assoc Board of Dir - 1st Community Bank, Governor Appointee - 911 Emer Comm Vice Charirman TX Residential Const Comm, TX Board of Professional Land Surveyors, National Association of Homebuilders

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

continuation to give back to the community and I enjoy the board

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

Ethnicity

Hispanic

Gerardo "Jerry" Garcia

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 NUECES COUNTY TAX APPRAISAL DISTRICT

Are you a resident and will have resided in the County Appraisal District for at least 2 years before assuming office on January 1st? (Mandatory: Must meet both criteria)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Do you currently serve on any District Taxing Unit's governing board? (Yes or no remain eligible)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you an employee of any of the District's Taxing Units? (Mandatory: If just employee, then ineligible. If employee and also on governing board or elected official of a taxing unit, then remains eligible).

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you related within 2nd degree by consanguinity or affinity (per Chapter 573 Government Code) to an appraiser of Property for Compensation for use in proceedings at the District or represent any property owner(s) in such proceedings? (Yes to either = disqualified)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Do you own any property on which taxes are delinquent more than 60 days after the date you know or should have known? Exceptions are: (1) Delinquent taxes + penalties / interest being paid in installment agreement (2) Suit to collect is deferred or abated under 33.06 or 33.065

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Have you served on the District's board for all or part of 5 terms? Exception are: (1) Was Tax Assessor – Collector at the time

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you engaged in the business of appraising property for compensation for use in any District proceedings at any time in the preceding 3 years?

Yes No

Gerardo "Jerry" Garcia

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you engaged in the business of representing property owners for compensation in proceedings at the District at any time during the preceding 3 years?

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you an employee of the District at any time in the last 3 years?

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you a business in which you have a substantial interest a party to a contract with either (1) the Appraisal District or (2) a taxing unit that participates in the District if the contract relates to the performance of an activity governed by the Texas Property Tax Code?

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

Vanessa Schroeder
First Name Last Name

[Redacted]
Email Address

[Redacted]
Street Address

Corpus Christi TX 78410
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

What district do you live in? *

District 1

Current resident of the City of Corpus Christi?

Yes No

If yes, how many years?

3

MDM Tech, LLC Operations Coordinator
Employer Job Title

Work Address - Street Address and Suite Number

1296 6th Street

Work Address - City

Ingleside

Work Address - State

TX

Work Address - Zip Code

78362

Work Phone

3612384191

Work E-mail address

vanessa.schroeder@mdmtechllc.com

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

NUECES COUNTY TAX APPRAISAL DISTRICT: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

Yes No

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

No

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

I can say for the first time that not just Corpus Christi but Nueces County has become my family's home. I have always been interested in becoming involved in the community I call home and with the work I did in Midland I learned a lot about the tax office

Upload a Resume

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

Yes No

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Yes No

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

Yes No

Vanessa Schroeder

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

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N/A

Board-specific questions (if applicable)

Vanessa Schroeder

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Vanessa Schroeder

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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

Vanessa Schroeder

Corpus Christi, TX 78410

+1 847 721 4812

Self-motivated professional with strong interpersonal, relational and listening skills, committed to successfully achieving exceptional delivery of services and outcomes for internal and external customers. With 5 years of experience in DOT Compliance, Asset Management and Operations, I have become a collaborative problem solver, who is perceptive of needs, detail oriented, and enjoys thriving in fast-paced environments.

Authorized to work in the US for any employer

Work Experience

Operations Coordinator

MDM Tech, LLC - Ingleside, TX

February 2022 to Present

- Primary Responsibilities: Maintain the day-to-day operations. Working directly with the president of the company. Working with safety and compliance websites for specific sites. Working directly with clients to ensure their field and purchasing servicing needs are taken care of in a timely manner. Issuing purchase orders, maintaining all job documents for technicians and billing. Building estimates, creating jobs in Service Fusion and SharePoint. Working with vendors for sales order estimates, ordering and repairs for clients servicing needs. Putting together documents for potential recruitments for contract work in refineries across the country. Maintaining accounts receivable and accounts payable in QuickBooks.
- Achievements: •Maintaining safety sites and completing RAVS review with ISN •Creating a shared SharePoint page for all work within MDM •Was an integral part in transfer of new ownership

Administrative Assistant

Coastal, LLC - Corpus Christi, TX

October 2021 to February 2022

- Primary Responsibilities: Help maintain the day to day operations, worked with auditing programs to maintain compliance for multiple job sites, worked with insurance providers for COI's for specific sites, worked with account receivable, human resources, assisted with new hires, created job postings.
- Achievements:
 - Transferred system from QuickBooks Desktop to Online
 - Drug and Alcohol Program
 - Maintaining Compliance over NCMS, ISNetworld, DISA

Office Administrator

EPIC Y-Grade Logistics - Robstown, TX

December 2019 to December 2020

- Primary Responsibilities: To help maintain day to day operations by generating reports, scheduling meetings, controlling access to inside the plant, processing and directing incoming mail, packages, or deliveries, greeting and directing visitors, answering and directing phone call to relevant staff, reordering

supplies, being a point of contact for a range staff and contractors, verifying site safety classes before entering plant.

- Achievements:
- Setup 5s system for Control building
- Assisted in new plant procedures and guidelines
- Transferred document system over to SharePoint

DOT Compliance Supervisor

ProPetro Services, Inc - Midland, TX

2014 to 2019

- Primary Responsibility: Leading in all aspects of the company's DOT Trucking Compliance programs, including CMV files, Vehicle Inspections, DOT Driver Qualification files, and Hours of Service. Responsible for approximately 1800 drivers with a staff of four and outsourced vendor support.

- Achievements:
- Prepared for DOT Compliance Review and successfully achieved a Satisfactory rating.
- Worked with Corporate and the Acquisition team in the integration of drivers and assets in the acquisition of Pioneer Pumping Services.
- Created internal procedures to comply with newly released ELD mandate.

DOT Lead Staff Assistant

ProPetro Services, Inc - Midland, TX

2017 to 2018

- Primary Responsibility: To ensure the company is in compliance with all FMCSA Regulations, and working with drivers on the importance of maintaining their Driver Qualification file. Completing necessary state paperwork for newly purchased CMV's.

- Achievements:
- > Successfully completed the Hazardous Material Transportation course.
- > Successfully completed the U.S. Department of Transportation Compliance training.
- > Created and implemented the company's internal DOT Compliance Handbook.

DOT Staff Assistant

ProPetro Services, Inc - Midland, TX

2015 to 2017

- Primary Responsibility: Worked with Operations as the company quickly grew to ensure potential and current drivers met FMCSA guidelines and remained safe while over the road.

- Achievements:
- > Maintained a 97% Compliance for over 600 DOT drivers.
- > Created an online database of all DOT required paperwork per CMV unit.
- > Maintained zero violations for Hours of Service.

Payroll Assistant

ProPetro Services, Inc - Midland, TX

2014 to 2015

- Primary Responsibility: To ensure payroll hours of various company division employees were correct and current, including employees working out of state and at remote locations.

- Achievements:

- > Able to maintain for Corporate an accurate and correct crew listing for all division crews.
- > Always met payroll deadline for over 900 employees.

Banquet Sales Assistant

Maggiano's Little Italy - Austin, TX
2012 to 2014

- Primary Responsibility: To generate business for Banquets; working with clients in all aspects of event planning including food, setup and room lay out.

- Achievements:

- > Successfully contributed to surpassing annual sales goal of \$1.5 million.
- > Worked with Make a Wish foundation to host fundraising events and silent auctions.

Partner Relations Coordinator

Restaurant.com - Arlington Heights, IL
2009 to 2012

- Primary Responsibility: Liaison between Customer Service, Marketing, Legal, and IT for the Partner (participating restaurants) Relations department.

- Achievements:

- > Created a back office for the Partner Relations department.
- > Maintained accurate database listings and profiles of partnering restaurants for website and internal clients.

Education

Bachelor's in Finance with a Certificate in Financial Planning

University of Phoenix
2012 to Present

Communications

Grossmont College - El Cajon, CA
2004 to 2006

Skills

- Powerpoint
- Microsoft Office
- Sales
- Typing
- Management
- Data Entry

- SharePoint
- Microsoft Excel
- Asset Management
- Document Control
- 5S
- Microsoft Teams
- Administrative Experience
- NCMS - National Compliance Management System (1 year)
- DISA (2 years)
- ISNetworld
- Veriforce / PEC (2 years)
- 5S
- Document management
- Accounts payable
- Accounts receivable
- Auditing
- Compliance management
- Typing
- Microsoft Office
- Procurement
- Logistics
- Commercial Vehicle Experience

Certifications and Licenses

U.S. DOT Motor Carrier Safety Compliance Course

Present

Successfully completed the DOT Compliance Course from the U.S. Department of Transportation Safety Institute.

Basic Hazardous Materials Transportation Training Program

Present

Successfully passed the Basic Hazardous Materials Transportation Training Program from the U.S. Department of Transportation, Transportation Safety Institute

PEC Basic Orientation

Present

Successfully completed the PEC Basic Orientation Safeland training.

Assessments

Work style: Reliability — Proficient

July 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Basic maintenance and repair — Proficient

January 2023

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

Recruiting — Proficient

September 2023

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

May 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Customer service — Proficient

December 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

General manager (hospitality) — Proficient

May 2021

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

July 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Application for a City Board, Commission, Committee or Corporation

Profile

Deven _____ S _____ Bhakta _____
First Name Middle Initial Last Name

Email Address

Street Address

Corpus Christi _____ TX _____ 78414 _____
City State Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

District 5

Current resident of the City of Corpus Christi?

Yes No

If yes, how many years?

14

ZJZ Hospitality Inc _____ President / CEO _____
Employer Job Title

Work Address - Street Address and Suite Number

1410 Crescent Drive

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78412

Work Phone

361-855-1549

Work E-mail address

deven@zjzhospitality.com

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

NUECES COUNTY TAX APPRAISAL DISTRICT: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

Yes No

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

Visit Corpus Christi, Chair Elect

Education, Professional and/or Community Activity (Present)

Texas Hotel & Lodging Association (THLA) - Board Member - Nueces Country Representative - 11 Years
Ronald McDonald House - Board Member Art Museum of South Texas Board of Trustees Corpus Christi
Country Club Board of Governors - Board Chairman

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

My company currently owns 7 hotels in Corpus Christi and is in development of another in the SEA District. In addition, i have invested in downtown property, island property, southside, Calallen, etc compromising of industrial warehouses, retail, and raw land. I have a vast understanding of the economics and growth of the area as well as property valuations of all types.

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

No

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

Deven S Bhakta

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 CORPUS CHRISTI CONVENTION & VISITORS BUREAU

The Convention & Visitors Bureau Board must include representatives from certain categories. Do you qualify for any of the following categories? *

- Lodging At-Large Industry
 Hotel Industry

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you a resident and will have resided in the County Appraisal District for at least 2 years before assuming office on January 1st? (Mandatory: Must meet both criteria)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Do you currently serve on any District Taxing Unit's governing board? (Yes or no remain eligible)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you an employee of any of the District's Taxing Units? (Mandatory: If just employee, then ineligible. If employee and also on governing board or elected official of a taxing unit, then remains eligible).

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you related within 2nd degree by consanguinity or affinity (per Chapter 573 Government Code) to an appraiser of Property for Compensation for use in proceedings at the District or represent any property owner(s) in such proceedings? (Yes to either = disqualified)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Do you own any property on which taxes are delinquent more than 60 days after the date you know or should have known? Exceptions are: (1) Delinquent taxes + penalties / interest being paid in installment agreement (2) Suit to collect is deferred or abated under 33.06 or 33.065

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Have you served on the District's board for all or part of 5 terms? Exception are: (1) Was Tax Assessor – Collector at the time

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you engaged in the business of appraising property for compensation for use in any District proceedings at any time in the preceding 3 years?

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you engaged in the business of representing property owners for compensation in proceedings at the District at any time during the preceding 3 years?

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Were you an employee of the District at any time in the last 3 years?

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you a business in which you have a substantial interest a party to a contract with either (1) the Appraisal District or (2) a taxing unit that participates in the District if the contract relates to the performance of an activity governed by the Texas Property Tax Code?

Yes No

Verification

Deven S Bhakta

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

COMMUNITY INVOLVEMENT

2009	2012	IHG Owners Association Extended Stay Committee
2010	2019	United Corpus Christi Chamber of Commerce
	2018	Chairman
	2018	Chairman of Foundation
	2017	Merger with Hispanic Chamber Committee
	2017	Government Affairs Chairman
2009	Present	Port Aransas Chamber of Commerce
2016	Present	Chairman
2018	Present	Chairman of Foundation
2012	Present	Economic Development Committee
2009	Present	Texas Hotel and Lodging Association
2016	2019	Labor Relations Chairman
2011	2017	Ronald McDonald House Charities of Corpus Christi
2015	2017	House and Grounds Chairman
2012	2016	March of Dimes
2014	2016	Board Chairman
2014	2016	State Advisory Committee
2012	2016	Del Mar College Foundation Board of Trustees
2015	2016	Executive Committee
	2016	Signature Chefs Chairman - March of Dimes
	2019	American Heart Association Heartwalk Chairman
2019	Present	Air Service Task Force Committee - Chairman Citywide Committee by City to study direct flights
2019	Present	Corpus Christi Country Club Board of Governors Vice President
2020	Present	Ronald McDonald House Charities of Corpus Christi Task Force to Develop New House
2020	Present	Art Museum of South Texas - Board of Trustees

Application for a City Board, Commission, Committee or Corporation

Profile

Janie _____ Gifford _____
First Name Last Name

Email Address

Street Address

Suite A _____
Suite or Apt

Corpus Christi _____
City

TX 78418 _____
State Postal Code

What district do you live in? *

District 4

Current resident of the city?

Yes No

If yes, how many years?

17

Primary Phone

Alternate Phone

Coastal Bend Employment _____ Recruiter _____
Employer Job Title

Work Address - Street Address and Suite Number

14493 SPID Suite A

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78418

Work Phone

3615855068

Work E-mail address

coastalbendemployment@outlook.com

Preferred Mailing Address

Work Address

Which Boards would you like to apply for?

NUECES COUNTY TAX APPRAISAL DISTRICT: 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)

Paralegal Studies - Del Mar BAAS in Criminal Justice - TAMUCC 2021 MBA TAMUCC - currently pursuing

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

I am most interested in padre island business and waterfront/beach committees.

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

I love my home, I want to see good things happen for it and I want to be a part of its development.

[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

Janie Gifford

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 PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

(For Port of CC) Are you a resident of the Port Authority district and an elector* of Nueces County?

Yes No

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

(For Port of CC) Have you been a resident of Nueces County for at least 6 months?

Yes No

Question applies to WATERSHORE AND BEACH ADVISORY COMMITTEE

The Watershore & Beach Advisory Committee must include members representing certain categories. Do you qualify for any of the following categories? *

None of the above

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Are you a resident and will have resided in the County Appraisal District for at least 2 years before assuming office on January 1st? (Mandatory: Must meet both criteria)

Yes No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

Do you currently serve on any District Taxing Unit's governing board? (Yes or no remain eligible)

Yes No

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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

Janie Gifford

14493 SPID Suite A PMB 343, Corpus Christi, TX 78418
Coastalbendemployment@outlook.com
(361) 585-5068

EDUCATION

GULF COAST FLIGHT TRAINING, LLC.

- March 2023 Admission
- March 2025 Expected Graduation Date

TEXAS A&M UNIVERSITY Corpus Christi TX / **MBA Candidate**

- Fall 2022 Admission
- Fall 2024 Expected Graduation Date

TEXAS A&M UNIVERSITY Corpus Christi TX / **BAAS in Criminal Justice**

- Mechanical Engineering 2 years
- Criminal Justice Program **COMPLETED** Fall 2021

DEL MAR Corpus Christi TX

- Accounting 2 years
- Paralegal Studies program 2 years **COMPLETED**

INCARNATE WORD ACADEMY Corpus Christi TX

- Middle & High school attendance

RELEVANT EXPERIENCE

Recruiter

COASTAL BEND EMPLOYMENT, LLC November 2022 - Present

- File all formation paperwork and tax information
- Create all contracts and rate sheets
- Create website, LinkedIn page, Facebook page, Instagram page
- Create advertisement letters, stamps, flyers
- Manage media and advertisements
- Create resume building website portal
- Prospect companies and candidates
- Gain membership to organizations, maintain professionalism, attend all mixers, luncheons, volunteer events
- Create volunteer and drive opportunities to support the community
- Create resumes for individuals
- Create operational excel sheets to manage expenses, contacts, and all company activity
- Conduct interviews, drug testing, background checks
- Maintain confidentiality and professionalism towards companies and individuals

- Partnering with Del Mar to create social services and charity items for students
- Giving talks about career options to students – STVT/Del Mar

- Attending job fairs

Recruiter (TEMP Position until Fall 2022 MBA Begins)

UNIQUE EMPLOYMENT SERVICES December 2021 – September 2022

- Interview, background check, and drug test candidates
- Advise on skills and how to obtain them
- Create resumes
- Interface with companies and determine their needs
- Write contracts, research financial background of company, determine worker comp code
- Marketing and recruiting
- Collect time sheets and help with collections
- Help resolve issues between clients and employees
- Write job descriptions, help determine hourly pay rates
- Join organizations to represent company and obtain contracts

Temp Paralegal and Accounting Assistant

BANDAS LAW FIRM, P.C. November 2021

- Combine 3 attorney's caseloads into one litigation filing system.
- File all outstanding paperwork into new litigation filing system.
- Create 2020 and 2021 filing system for accounting department, divided into clients and vendors.
- File into accounting system and bring current.
- Accounting department, verify accounts paid with specific checks.
- Accounting, extract all employee transactions and move to separate filing system.

Temp Paralegal (Hiring Partner Retired)

LAW OFFICES OF BARKER & FANCHER November 2018 – December 2018

- E-Filing Documents
- Drafting Pleadings and other documents for review
- Updating and closing cases
- Keeping deadlines and reminding other staff
- Court running/document delivery
- Secretary duties
- Records maintenance

Temp Receptionist/Court Runner (Firm Closed, Partner Retired)

LAW OFFICES OF GONZALEZ & LOPEZ April 2018 – August 2018

- Greeting, scheduling, calling clients
- Interacting with District Clerk's office
- E-Filing documents
- Interacting with, requesting information from Corpus Christi Police Department
- Running files/documents to Court and to other firms
- Handling and entering all forms of client payment
- Clio software familiarity
- Opening, updating, and closing client files
- Handling all outgoing mail, including large flats, certified mail, and mailing outside the USA
- Drafting/assisting with pleadings and other forms
- Maintaining office supplies and printers
- Assisting tenants and accepting rent checks/payments

- Maintaining office; clean desks, kitchen surfaces, water plants, keep fridge stocked
- Interacting with the OAG, filing requests, etc.
- Run errands: pick up supplies, food, mail, personal errands to the employers
- Archiving files and uploading current cases to online data base

Paralegal

LAW OFFICES OF TOM GIFFORD April 2016 – April 2018

- Typing up dictation in proper form
- Greeting clients and taking calls
- Managing social networking
- Assisting with billing
- Technical support
- Personal errands
- Mailing correspondence
- Completing forms for wills and trusts
- Pulling forms to create new documents, such as divorces
- Interacting with courthouse
- Interacting with jails and police officers
- Reviewing evidence
- Putting case information and forms together
- Attending Texas Bar Association Meetings

Dispatcher/Project Manager Assistant/Collector/Payroll

AC DISTRIBUTION March 3rd, 2014 – April 1st, 2016

- Dispatching technicians
- Opening, closing, and billing a project
- Issuing and receiving material on a purchase order
- Payroll entering and processing for 100+ employees
- Hourly, salary, and piece pay familiarity
- Utilizing GPS to verify worked hours
- Scanning and filing relevant project documents
- Creating work orders for service and warranty calls
- Telephone and customer relations experience
- Submitting permits to the city and calling for/tracking inspections
- HR assistant
- Uniform inventory recording
- Finding vendors
- Handling returned mail
- Menial office duties
- Quick at learning other duties
- Auditing and recording invoices to prevent side work
- Collecting on past due invoices
- Run credit cards, handle cash and checks
- Man the front desk to handle customers and provide counter sale service
- Billing customers
- Stocking uniforms, returned or destroyed uniform receiving, and maintaining a vendor list

Temp Admin Assistant

AEP TEXAS December 2013 - January 2014

- Archiving/filing papers, recreating filing system.

- Creating, issuing, and completing POs, Returns, Transmissions, Material Requests, and Issues.
- Warehouse inventory, counting stock and re-ordering
- Phantom facility familiarity, Asset Suite familiarity, and Partial.

OTHER EXPERIENCE

Temp Hostess (Grand Re-opening/Closed)

LEXINGTON BAR AND GRILL March 1st, 2016 – April 1st, 2016

- Greeting and seating customers/handling upset customers
- Handling cash
- Cleaning the restaurant including tables, windows, and bathrooms
- Waitstaff duties
- Handling alcohol
- Overseeing waitresses and deciding which customers they will be working with

Restock/Floor Assistance (Summer Hire)

OCEAN TREASURES May 2016 – October 2016

- Restock merchandise to the floor
- Greet and assist customers
- Monitor for theft.
- Help with golf course opening/closing
- Empty trash, dry mop floors, clean bathrooms, ensure all doors are locked

Hostess/Busboy/Kitchen Prep/Prep cook/Pizza Line/Delivery/Dish

ISLAND ITALIAN October 2016 – 2017 (Hurricane Harvey destroyed roof) / January 2019 – August 2020

- Seat customers, take care of any customer needs
- Manage servers, assist if necessary
- Bus and wipe all tables
- Run food and alcohol
- Handle cash and answer phones
- Clean entire seating area at closing
- Coordinate events – set up the floor and prep all foods
- Kitchen prep - all items
- Pizza line – all orders and restock
- Delivery
- Disher
- Receive trucks/place restock orders
- Prep all foods – all lines
- Special orders

Dish Washer/Fry Cook/Prep/Baker/Expo

SCUTTLEBUTTS October 2017 – February 2018

- Wash all dishes and put away
- In-House Bakery line – make all desserts, produce orders, unload delivery trucks
- Morning line cook for buffets and kitchen prep – all soups, bacon, breads, etc.
- Fry line – make all orders

- Expo line – finalize all plates, make all salads, keep FOH staff in order on busy days

Cashier/Catering (Temp Work/Student)

CORNER BAKERY CAFE September 2018 – December 2018

- Handle cash
- Take orders, expo and run food
- Prepare, deliver, and set up catering orders
- Prepare and display baked goods
- Maintain restaurant (clean surfaces, remove trash, bus)

Server/Bartender/Cook

COSTA SUR April 2023 - Present

- Handle cash
- Handle alcohol
- Seat guests
- Take orders, input orders, run food, answer menu questions, specialty food changes
- Bus /wipe/set tables and wash all dishes/silverware/polish glassware

General Duties

DUNKIN DONUTS

- Prepare all coffee and donuts prior to opening and remove at closing
- Handling cash and drive through orders
- Food preparation
- Maintaining seating area

Assistant

361 MOTORSPORTS April 2013 – October 2017

- Replacing brake pads, examining emergency brakes, cleaning intake manifolds, and smoke testing.
- Using Dynamometer, operating lift, using cherry picker.
- EGR Delete on Dodge Ram 3500.
- Paint job for bumper, frame rails, and grill.
- Yamaha airbox removal.
- 240 sx mounting turbo, replacing water lines, power steering mounting, intake filter upgrade, pipe elbow upgrades, battery cleaning and replacing, rerouting wire, fuel pump replacement, and charcoal canister deletion.
- Refilling coolant, power steering fluid, and oil change.
- Installing shocks, rotors, and upper control arms 2005 Jeep Rubicon.
- Interior removal for Nissan 300zx, pulled engine, pulled turbo, and pulled fuel rails.
- Engine work for Audi '95 S6 and 2005 Jeep Rubicon Unlimited.
- Attaching/sealing flex duct and assisting with energy rating.
- Gutting and replacing exhaust, replacing fuel filters, creating new terminals, coolant rerouting kits.
- Build battery bracket and mount battery.
- Install turbo, upgrade to higher flow airbox, upgrade electrical to move system in engine bay.
- Heat spray, heat wrap, and install headers.
- Oil changes 1990 MX-5, 2005 Z4M, 2003 Trail Blazer, 300 ZX, 2005 Rubicon, 240 SX.

- Clean gutted electrical compartment and install new wiring to connect head unit for audio system.
- Dyno events: Little River Dragway, Corpus Christi Heat Wave, Drift Corpus, and Texas Mile 2013.

Court Runner

LAW OFFICES OF THOMAS GIFFORD June 2009 – September 2009

- Menial tasks and office work; cleaning, food pick-up, and organizing.
- Answering phones and greeting clients.
- Sorting confidential files and handling cash and checks.
- Filing papers with the courts and maintaining office records.
- Transmitting information or documents by mail and facsimile machine.
- Handling cash and checks.
- Maintaining office equipment and supplies.

Assistant to the DEPTH Coordinator

MOUNTAIN VALLEY HEALTH CENTER August 2011 – June 2012

- Interacting with and enrolling DEPTH members.
- Sorting confidential files and client information.
- Filing and retrieving corporate documents, records, and reports.
- Compiling information gathered in meetings.
- Providing clerical support to the accounting department.
- Performing general office duties, such as maintaining records and creating spreadsheets or documents.
- Conducting research, compiling data, and preparing papers for upcoming events and consideration by executives, committees, and boards of directors.
- Reading and analyzing incoming memos, submissions, and reports to determine their significance to the DEPTH Program.
- Wrote an article for the local newspapers about DEPTH.
- Promoting DEPTH through fliers, events, emails, phone calls, word of mouth, and member induction.
- Closing out and storing files, and submitting final reports.
- Accounting for spent monies.
- Preparing reports for Tides Board.

CERTIFICATIONS

Human Resources

Training Seminar 2014

- Hiring and interview training.

Human Resources

Training Seminar 2022

- Interviewing Skills for Supervisors 1/2022
- Handling Employee Complaints 1/2022
- Customer Service Skills 1/2022

AWARDS

Photography Vibes

Honorary Printed Photography Finalist 2012

- Contest finalist and winner with plaque and published photography.

CLUBS AND ORGANIZATIONS

Associated Builders and Contractors

Volunteer

ABC BBQ March 2022

- Sold over \$600 in raffle tickets.
- Event photos.
- Helped with food judging.
- Set up/break down.

Volunteer

ABC Food Drive April 2022

- Run drive at work and collect from friends
- Donate food
- Break down boxes
- Fill and tape boxes
- Work at Coastal Bend Food Bank

Volunteer

ABC Fishing Tournament 2022

- Intake information
- Check in guests
- Assist with booth
- Weigh in for fish

Young Professionals of the Coastal Bend

Volunteer

CCISD Book Drive March 2022

- Collected several boxes of books to help support CCISD.

Volunteer

CCISD Guest Speaker June 2022

- Spoke to students 13+ years old
- Discussed education opportunities and how to achieve them
- Discussed careers and how to get involved
- Discussed other material

Volunteer

Ronald McDonald House – Toy and Supplies Drive August 2022

- Collected money
- Collected clothing, toys, and hygiene necessities

Volunteer

Spawglass – Clay Shoot CC Gun Club March 2023

- Collected money
- Ran games
- Set up

- Break Down
- Raffle
- Sales

SELF-STARTED EVENTS

Food Drive

For Izzy's Pantry at TAMUCC April 2023

- TBD

Professional Attire Drive

For Izzy's Closet at TAMUCC August 2022

- Collected clothing from the community
- Gathered suits, dress shoes, slacks, dresses, and blazers
- Over \$2000 in donations were made

Southern Careers Institute – Presentation to Students

Give presentation on interviews/resumes, other employment info

- PowerPoint
- Interact with students
- Give advice and gather resumes

MISCELLANEOUS ACTIVITIES

Volunteer

ASPCA Dog Walker June 2009 – August 2009

- Leash and walk dogs.
- Clean kennels and refresh water bowls.
- Groom and wash dogs.

Volunteer

Beach Clean-up Crew Events 2009 – 2010 / 2012 – 2014

- Pick up trash and dispose into appropriate disposal areas.
- Move pallets and glass.

Volunteer

Bake Sales and Prom fundraisers 2010 – 2012

- Make bake items and set up bake sale area.
- Handle cash and assist customers.
- Using tools to create prom sets and canvas local business for donations.
- Cleaning and breaking down sets and bake sale areas.

Volunteer

Neighborhood Clean-ups and Beautifications 2010 – 2012

- Pick up trash and dispose into appropriate disposal areas.
- Pull weeds, clean gutters, sweep street areas.
- Creating bus stop seating areas with shade and painting in local high school team colors.
- Creating cute painted mascot plaques to hang in public places.

- Decorating town for holidays and sports events.

Yearbook

Photographer and Assistant 2011

- Photograph all activities and events, travel to away games to document events.
- Creating pages for yearbook to be proofed by editor.
- Canvas local businesses for ad space and donations to fund production.

Yearbook

Editor in Chief 2012

- Arrange teams of student photographers to document all school events and activities.
- Determine which pictures are appropriate for yearbook.
- Arrange and proof all pages before publications.
- Canvas town and local businesses for ad space and donations to fund production.

Volunteer

Texas Longboard Surf Club June 2019 – 2021 (Membership current)

- Arrange TGSA events – sign in participates and assign shirts.
- Meetings and networking to retain and maintain membership.
- Assist group leaders.

Autocross SCCA Waldron

Autocross participant 2014 - 2017

- Divide into classes and heats based on vehicle.
- Drive course as well as possible to qualify your time for the day.
- Pick up and arrange cones for other heats and report cones down for total points to deduct.
- Pay monthly dues and pass security background check to drive on base.

LETTERS OF RECOMMENDATION

September 1, 2022

To Whom it may concern,

It's my absolute pleasure to recommend Janie Gifford for your employment.

Janie and I were coworkers at Unique Employment for the 7 months that I was employed there. I have since moved on, but have kept in close contact with her.

I thoroughly enjoyed working with Janie and always admired her positive, upbeat spirit and willingness to learn. Her organization skills and commitment are top-notch and I believe she can do anything she puts her mind to because she fully engulfs herself in any task she is presented with.

Her goals and ambitions are an inspiration to others as she continues her journey through life. Her willingness to be part of a team, foster positive discussions, and her dedication were truly admirable. Couple that with her ever-growing intelligence, insights and ideas, and work/life experiences, I believe she would be an asset to any organization that chooses her to be part of their team.

Please feel free to contact me at (806)-893-4263 or jaycezuniga16@gmail.com should you like to discuss Janie's qualifications and experience further. I'd be happy to expand on my recommendation.

Sincerely,

Jayce Zuniga

*Inventory Control & Purchasing Manager
Billy Pugh Company*



COLLEGE OF LIBERAL ARTS
DEPARTMENT OF SOCIAL SCIENCES

6300 OCEAN DRIVE, UNIT 5826
CORPUS CHRISTI, TEXAS 78412-5826
O 361.825.2696 • F 361.825.3762

Wendi Pollock
Texas A&M University – Corpus Christi
Department of Social Sciences
6300 Ocean Drive, Unit 5826
Corpus Christi, TX 78412

December 7, 2021

To Whom This May Concern:

I am pleased to write this letter of recommendation for Janie Gifford, who is currently applying to your graduate program.

I have had the pleasure of knowing Janie for a little over a year. She was a student in my upper-level research methods course at Texas A&M University – Corpus Christi. As a student in the classroom, Janie was engaged and performed well overall. She picked up new tasks quickly and was able to present her results effectively both in written and oral form. She also worked well under the unusual circumstances created by the early stages of the COVID-19 pandemic and was able to continue her learning process, even in a format that may not have been her first choice.

In addition to her work in the classroom, Janie has worked in the field, often in positions that would give her more insight into the courtroom and surrounding processes. She has been a paralegal as well as a receptionist/court runner for several legal firms. As a result, Janie, more than many other undergraduate students that I have taught, may have a clearer sense of the role in the criminal justice system that she is wishing to undertake. As a result of Janie's knowledge of the system, her persistence when it comes to continued learning, her ability to successfully complete difficult new tasks under difficult conditions, and her abilities to communicate both orally and in writing, I highly recommend Janie for your program. If there is anything else I can do to further her application, please do not hesitate to contact me.

Sincerely,

Wendi Pollock

Wendi Pollock, Ph.D.
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Brittani Ortiz
Bandas Law Firm
802 N. Carancahua, Suite 1400
Corpus Christi, TX 78401

November 17, 2021

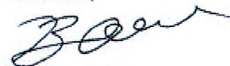
To Whom It May Concern:

I am highly recommending Janie Gifford to you. I am a paralegal at Bandas Law Firm and I have worked with Janie in redeveloping our litigation filing system. I believe Janie would be a great asset to the position she applies for.

Janie has displayed a very positive and ambitious work ethic with all tasks I did present to her. On top of that, she had excellent organizational skills and was very prompt.

I believe that Janie will be a great fit for your business. She was amazing to work with and shows she is very knowledgeable while also has a interest to learn more.

Sincerely



Brittani Ortiz
Paralegal



To Whom It May Concern:

It is my great pleasure to write this recommendation letter to Janie Gifford for her application to law school. Janie Gifford is one of my students at Texas A&M University of Corpus Christi. She took communication theory course with me. I was impressed by her diligence, critical thinking, and exceptional communication skills.

I am an assistant professor of Department of Communication and Media at Texas A&M University-Corpus Christi. I have taught communication related courses since 2015. Janie Gifford is one of the most talented students I have worked with.

In Communication Theory class, Janie is one of the students who progressed tremendously at the end of the class. At the beginning, Janie was a little bit struggled with her case study idea. With tons of hard work and deep research, at the end of the semester, Janie developed a great piece of final work. I am surprised by her perseverance and determination. Her immense improvement resulted from her hard work and unstoppable spirit.

In addition to schoolwork, Janie also has various professional experience. She has been a hiring recruiter for unique employment agency. In addition to that, she also worked as a paralegal for years. Janie is enthusiastic about her work and developing numerous important skills and abilities for her future career. With years of working experience, Janie is excellent at multitasking, planning and communication. To be a good paralegal, she needs to greet clients, take calls, manage social networking, interact with courthouse, jails, and police officers. Her extraordinary multitasking and planning skills made her survive and thrive in her job. Meanwhile, communication is another integral part in her work, an exceptional communication skill made Janie work with various people smoothly and productively.

To sum up, Janie is a self-motivated person with great passion on her study and job. With all the above-mentioned remarkable qualities, I believe that Janie Gifford will continue to be great in her future. I highly recommend her for admission to your program. She is talented, dedicated, hardworking and never stops chasing her dream. Janie's outstanding multitasking abilities, planning and communication skills will also make her a brilliant student in law school. Please feel free to contact me if you have any questions at sining.kong@tamucc.edu.

Sincerely,
Sining Kong
Assistant Profess of Communication
Department of Communication & Media
Texas A&M University-Corpus Christi

October 13, 2021

Attn: Law School Admissions Committee

Re: Recommendation for Admission to Law School
Janie Gifford

Dear Law School Admissions Committee,

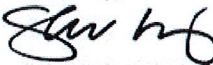
It is with great pleasure that I recommend Ms. Janie Gifford for admission to your law school. Throughout her employment with my prior law firm, Ms. Gifford has proven to be very observant, a quick learner and exhibited professionalism and commitment to her work.

Ms. Gifford was initially brought into my office as additional office support with the understanding her responsibilities would be increased after her abilities were demonstrated. Ms. Gifford quickly shined and excelled.

Ms. Gifford was entrusted with maintaining client communications, handling sensitive documents and financial information, and keeping the office a welcoming and professional environment for my clients and colleagues. I was most impressed with her inquisitive nature. I took that to be demonstrative of both her attention to detail but also sincere desire to learn. Unfortunately, my prior partner began transitioning to retirement in August of 2018, and I was unable to continue to employ her as our office staff was downsized.

I believe Ms. Gifford has the character, work ethic and natural abilities necessary to excel in law school as well as practice. Having Ms. Gifford as a student at your law school will be a credit to your institution.

Sincerely,


STEVE LOPEZ