

## PARKING ADVISORY COMMITTEE

**Ten (10) vacancies with terms to 7-31-21 and 7-31-22, representing the Residential Property Owner in City Center, Building Owners & Management Association, Community At-Large, Uptown Neighborhood Initiative, Downtown Area Council Member Nominee, Building Owners & Management Association Representative, Residential; Parking Meters Collected, North Beach Community Association, Corpus Christi Convention and Visitors Bureau Representative and a Downtown Management District Representative. (Staff is recommending the postponement of the Residential Property Owner in City Center, Community At-Large, Building Owners & Management Association Representative, Residential; Parking Meters Collected and a Downtown Management District Representative for further recruitment).**

### Duties

The Parking Advisory Committee provides advice and recommendations to the Police Chief, City Manager or City Council on matters relevant to the administration and enforcement of the Code of Ordinances, Chapter 53 including: On-street and off-street parking, special events, and revitalization projects within the city center; developing parking enhancement projects for the city such as expansion of paid parking zones and parking facilities; parking and signage programs and city center concerns; the location, time and rates for paid parking zones, paid parking facilities owned or controlled by city, parking meters and parking pay stations, and penalties for delinquent violators; expenditure or usage of Parking Improvement Fund; parking improvements; and participate with the county on parking enhancement and city center revitalization matters.

### Composition

Eleven (11) voting members and three (3) non-voting advisory members appointed by the City Council comprised of the following: one (1) member nominated by the District Council Member who represents the downtown area; two (2) members nominated by the Downtown Management District; one (1) member nominated by the North Beach Community Association; one (1) member nominated by the Uptown Neighborhood Initiative; two (2) members nominated by the Building Owners and Management Association; one (1) member nominated by the Corpus Christi Convention and Visitors Bureau; two (2) members who shall represent downtown residential interests: one (1) member to be a resident where paid parking meters are collected and one (1) member to be an owner of residential living property in the City Center Area; and one (1) member to represent the community at-large. The City Manager, Police Chief, Parks and Recreation Director or their designees shall serve as non-voting advisory members. The Parking Control Manager or Supervisor shall serve as liaison to the Committee. Of the eleven members with voting power, the initial terms of six (6) members shall serve a two (2) year term, and five (5) members shall serve a three (3) year term as determined by a drawing to be conducted in the City Secretary's Office. Thereafter, all terms shall be three (3) years with terms expiring on July 31st of the applicable year. The Committee shall elect, from among its voting members at the first meeting, a member to serve as chairperson and a vice-chairperson, and who shall serve for a one-year term.

Name	District	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
*Vacant	District 4	2	5/14/2013	7/31/2018	City Council		vacant	Bldg Owners & Mgmt Assn	
*Vacant	District 4	2	5/14/2013	7/31/2018	City Council		vacant	Uptown Neigh. Initiative	
*Ginny Price	District 2	2	5/14/2013	7/31/2019	City Council		Met the six-year service limitation	Downtown Area Council Member Nominee	
*Robert Catalano	District 1	1	2/10/2015	7/31/2019	City Council	Chair	Seeking reappointment	North Beach Community Association	4/4 meetings 100%
*Erica Lozano	District 3	1	4/14/2015	7/31/2019	City Council	Vice-Chair	Not seeking reappointment	C.C. Convention and Visitors Bureau Rep.	

Appointing									
Name	District	Term	Appt. date	End date	Authority	Position	Status	Category	Attendance
William Hoover	District 1	1	2/10/2015	7/31/2018	City Council		Not seeking reappointment	Residential Property Owner in City Center	
Richard S Durham	District 5	2	5/14/2013	7/31/2018	City Council	Vice-Chair	Met the six-year service limitation	Community At-Large	
Jim Swan	District 1	2	11/12/2013	7/31/2019	City Council		Met the six-year service limitation	Building Owners & Mgmt. Assoc. Rep.	
Faye Crider	District 1	2	5/14/2013	7/31/2019	City Council		Met the six-year service limitation	Residential; Parking Meters Collected	
Nicholas F Aluotto	District 1	1	2/26/2019	7/31/2021	City Council		Resigned	DMD Representative	
Jared Cooper	District 1	1	2/26/2019	7/31/2021	City Council		Active	DMD Representative	
City Manager or designee		N/A	N/A	N/A	City of Corpus Christi		Active	Advisory, non-voting	
Parks and Recreation Director or designee		N/A	N/A	N/A	City of Corpus Christi		Active	Advisory, non-voting	
Police Chief or designee		N/A	N/A	N/A	City of Corpus Christi		Active	Advisory, non-voting	

**PARKING ADVISORY COMMITTEE**

**Applicants**

<b>Name</b>	<b>District</b>	<b>Category</b>
Darlene K Gregory	District 4	Uptown Neighborhood Initiative Nominee
John C. Holmgreen Jr.	District 1	Downtown Area Council Member Nominee
Lawrence W Virts	District 4	Building Owners and Management Association Nominee
Linise Williamson	District 5	Corpus Christi Convention and Visitors Bureau Nominee

**Application for a City Board, Commission, Committee or Corporation****Profile**

Ms      Darlene      K      Gregory  
Prefix      First Name      Middle Initial      Last Name

dgregory@eastmeetswestproductions.com  
Email Address

3237 BIMINI DR.  
Street Address

CORPUS CHRISTI      TX      78418  
City      State      Postal Code

**What district do you live in? \***

☒ District 4

**Current resident of the city?**

☒ Yes ☐ No

**If yes, how many years?**

30

Business: (361) 904-0044      Home: (361) 779-4399  
Primary Phone      Alternate Phone

EAST MEETS WEST  
PRODUCTIONS      President  
Employer      Job Title

**Work Address - Street Address and Suite Number**

1024 LEOPARD ST. STE. A

**Work Address - City**

CORPUS CHRISTI

**Work Address - State**

TX

**Work Address - Zip Code**

78401

**Work Phone**

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361-904-0044

**Work E-mail address**

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dgregory@eastmeetwestproductions.com

**Preferred Mailing Address**

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☒ Work Address

**Which Boards would you like to apply for?**

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PARKING ADVISORY COMMITTEE: Submitted

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**Interests & Experiences****Are you a registered voter?**

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☒ Yes ☐ No

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

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No.

**Education, Professional and/or Community Activity (Present)**

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MBA, MA Marketing. Former Chairman of Parking Advisory Committee, 2012-2018, Current Chairman of Uptown Neighborhood Initiative, National Association of Professional Women, VIP Woman of the Year Circle. Recipient of SBA Minority Business Champion Award. CEO of EMW Productions, LLC dba East Meets West Productions for 29 years. President of Waterfront Communications, LLC, owner of 1024 Leopard St. Licensed General Contractor.

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

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The improvement of Central City, (Downtown, Uptown, North Beach, Seatown) is my passion. During my tenure as Chairman of the Parking Advisory Committee, we were able to add \$300,000 in LED street lights to uptown CC and North Beach to try to light up areas that were dark and unsafe in an effort to curtail crime and increase safety for our citizens. There is much more to be done to increase safety, modality and beautification of Central City. The Parking Advisory Committee can help move those objectives forward.

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

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☐ 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

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## **Demographics**

### **Gender**

☒ Female

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## **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.**

None.

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## **Board-specific questions (if applicable)**

Question applies to PARKING ADVISORY COMMITTEE

**The Parking Advisory Committee must include representatives from certain categories. Do you qualify for any of the following categories? Select one of the following \***

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☒ Uptown Neighborhood Initiative Nominee

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## Verification

### City Code Requirement - Residency

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**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.**

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☒ I Agree

## City Code Requirement - Attendance

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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.

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☒ I Agree

## Consent for Release of Information

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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.

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☒ I Agree

## Oath

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

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☒ I Agree

**Application for a City Board, Commission, Committee or Corporation**

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**Profile**

Mr. John C. Holmgreen Jr.  
Prefix First Name Middle Initial Last Name Suffix

  
Email Address

520 S. Chaparral No. 602  
Street Address Suite or Apt  
Corpus Christi TX 78401  
City State Postal Code

**What district do you live in? \***

☒ District 1

**Current resident of the city?**

☒ Yes ☐ No

**If yes, how many years?**

44

Mobile: (361) 813-9083 Home: (512) 925-8275  
Primary Phone Alternate Phone

**Work Address - Street Address and Suite Number**

none

**Work E-mail address**

none

**Preferred Mailing Address**

☒ Home/Primary Address

**Which Boards would you like to apply for?**

PARKING ADVISORY COMMITTEE: Submitted

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**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)**

Please see attached resume.

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

Desire for public service.

Upload a Resume

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

☐ Yes ☐ No

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**Demographics**

**Gender**

☒ Male

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**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.**

No to all ethical questions.

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**Board-specific questions (if applicable)**

Question applies to PARKING ADVISORY COMMITTEE

**The Parking Advisory Committee must include representatives from certain categories. Do you qualify for any of the following categories? Select one of the following \***

☒ Downtown Area Council Member Nominee

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**Verification****City Code Requirement - Residency**

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☒ I Agree

**City Code Requirement - Attendance**

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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.

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☒ I Agree

**Consent for Release of Information**

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☒ I Agree

**Oath**

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

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☒ I Agree

## Resume of John C. Holmgreen, Jr.

### Personal.

Born Dallas, Texas, January 13, 1944.

### Education.

Vanderbilt University, BA, Economics, 1966.

University of Texas Law School, JD, 1973.

Military. United States Marine Corps, 1966-1970.

### Professional.

Employed Gary, Thomasson, Hall & Marks 1973-2015.

Experience. Jury and non-jury civil trials in state and federal courts involving contracts, real property, personal injury, insurance, and trade practices.

Specializations and professional associations at retirement. Board Certifications, Texas Board of Legal Specialization, Personal Injury Trial Law, Civil Trial Law; American Board of Trial Advocates, Associate Member.

State Bar of Texas status. Admitted September, 1973. Inactive status as member in good standing, June, 2016.

Community service and memberships. Coastal Conservation Association, local and State executive boards. University of Texas Marine Science Institute, advisory board and executive committee. Texas State Aquarium, former board member. City of Corpus Christi Bay Drilling Committee, member, chair. Parkway Presbyterian Church, elder and member of properties, stewardship, and mission outreach committees. Rotary Club of Corpus Christi. Corpus Christi Yacht Club, board member, president. La Mer Condominium Council of Co-Owners, Inc., officer and director.

**Application for a City Board, Commission, Committee or Corporation****Profile**

Mr. Lawrence W Virts  
Prefix First Name Middle Initial Last Name

Email Address

810 Saint Benedict 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?**

12

Mobile: (361) 438-0810

Primary Phone

Home: (361) 438-0810

Alternate Phone

One Shoreline Plaza, LLC

Employer

Property Manager

Job Title

**Work Address - Street Address and Suite Number**

One Shoreline PLaza, 800 N. Shoreline Dr., Suite 1950

**Work Address - City**

Corpus Christi

**Work Address - State**

TX

**Work Address - Zip Code**

78401

**Work Phone**

(361) 438-0810

**Work E-mail address**

**Preferred Mailing Address**

☒ Home/Primary Address

**Which Boards would you like to apply for?**

PARKING ADVISORY 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)**

Some college, licensed realtor

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

only the parking advisory

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

I represent building owners and managers in the downtown. Parking is a major concern of my members.

**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

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## Demographics

### Gender

☒ Male

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## 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.**

All no's

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## Board-specific questions (if applicable)

Question applies to PARKING ADVISORY COMMITTEE

**The Parking Advisory Committee must include representatives from certain categories. Do you qualify for any of the following categories? Select one of the following \***

☒ Building Owners and Management Association Nominee

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## 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

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☒ I Agree

## Consent for Release of Information

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☒ I Agree

## Oath

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

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☒ I Agree

**Application for a City Board, Commission, Committee or Corporation**

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**Profile**

Linise

First Name

Williamson

Last Name

lwilliamson@cctexas.org

Email Address

5841 Chamomile Court

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

Home: (361) 288-2644

Primary Phone

Home: (850) 261-3897

Alternate Phone

Corpus Christi Convention &  
Visitors Bureau

Employer

Sales Assistant

Job Title

**Work Address - Street Address and Suite Number**

1501 N. Chaparral Street

**Work Address - City**

Corpus Christi

**Work Address - State**

TX

**Work Address - Zip Code**

78401

**Work Phone**

361-881-1888

**Work E-mail address**

lwilliamson@cctexas.org

**Preferred Mailing Address**

☒ Work Address

**Which Boards would you like to apply for?**

PARKING ADVISORY COMMITTEE: Submitted

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**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)**

Currently working as sales assistant at the Corpus Christi Convention & Visitors Bureau. I have been with the company almost 5 years. I have been involved with the hospitality career field for over 16 years. I attend a lot of the Greater Corpus Christi Hospitality Association meetings. I have attended the short course and advanced course at the University of Houston, that focused on the hospitality industry service with setting goals, conflict resolution, sales & marketing, safety & security, and diverse communication. I volunteer to be a judge at a lot of our big conventions like, Skills, FCCLA, and FBLA. I enjoy working to promote visitors to our beautiful city!

**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 only applying for the Parking Advisory Committee.

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

I am interested in continuing to be a positive advocate for our community and city !

[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

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## **Demographics**

### **Gender**

☒ Female

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## **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.**

I am employed by the Corpus Christi Convention & Visitor's Bureau whom is under a contract by the city of Corpus Christi.

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## **Board-specific questions (if applicable)**

Question applies to PARKING ADVISORY COMMITTEE

**The Parking Advisory Committee must include representatives from certain categories. Do you qualify for any of the following categories? Select one of the following \***

☒ Corpus Christi Convention and Visitor's Bureau Nominee

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## Verification

### City Code Requirement - Residency

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☒ I Agree

## City Code Requirement - Attendance

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☒ I Agree

## Consent for Release of Information

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☒ I Agree

## Oath

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

---

☒ I Agree

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**Linise Williamson**

5841 Chamomile Ct, Corpus Christi, TX 78414

Home (361) 288-7348

Cell (850) 261- 3897

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**OBJECTIVE**

Resourceful, proactive and have initiative, this approach results in improved operational efficiency. Quick learner and hard worker. Highly organized, can prioritize work schedules, manage time effectively and meet deadlines. Effective communicator - can liaise with clients and communicate ideas with a wide range of people. High level of personal and professional integrity, a genuine team player, and eager to take on new challenges. Flexible and adapt quickly to new working environments. Desiring an empowering position in a progressive work environment where I may use my work skills, education, and talents to make a positive contribution to the organization.

**QUALIFICATIONS SUMMARY**

- Over fifteen years of customer service, and data entry experience
- Ability to create and analyze reports
- Able to determine priorities
- Knowledge of operating a variety of communication equipment
- Can adapt to any working environment
- Ability to learn new and different skills proficiently
- Well-developed communication skills, documented writing and editing talents
- Decisive and confident in decision making
- Knowledgeable using Microsoft Excel, PowerPoint, Access, and Word software, Sales Pro, Opera Operating System, CRM system
- Ability to assess risk factors and advise on vulnerabilities
- Ability to creatively solve complex problems
- Develop effective client relations, and providing superior technical support and service.
- Ability to work well independently and as a part of a team
- Administrative/Clerical skills with ability to perform repetitious activities
- Maintain current with technology and new technology trends

## **WORK EXPERIENCE**

### **Aug 2014- Present- Convention Sales Assistant Convention & Visitors Bureau, Corpus Christi, TX**

Currently work in the Sales Department to provide administrative support, assist with services and provide support for the department. As well as, tasks department needs, answer and route all incoming calls, front office presence for customers and guests, administrative duties, internet, phone, fax, email, mailing distribute incoming and outgoing mail for organization and organize bulk mail items. Assist sales management with services for groups, maintain accurate account traces on clients/groups, and provide excellent customer service to ensure customer satisfaction. Demonstrate good communication, exercise good judgement and diplomacy, and maintain a commitment of professionalism, excellence and integrity. Prepare sales managers for site visits and bid presentations, assist with proposals for clients, assist in coordinating site inspections assist with PowerPoint presentations, prepare gifts for clients / special guests, running errands to organize client arrivals. Reports/ Meetings, attend weekly / monthly sales meetings, attend daily business review meetings. Partner/ Community Relations by attending monthly networking functions, lunches/ meals / events with partners and/or clients as needed and maintain good working relationships with city leaders, partners and businesses.

### **Jan 2014- Aug 2014- Convention Service Manager, Holiday Inn Downtown Marina, Corpus Christi, TX**

Manage definite turned over accounts from sales manager's to the final billings, provided program diagrams, set up, AV and F&B suggestions for the groups. Managed room blocks for association groups, bridal groups, and corporate groups, provided accurate forecast information for rooms and F&B weekly and monthly. Consistently participate in the re-booking of repeat business, and creating a positive reflection of the hotel. Ability to generate creative and innovative menus while working closely with the hotel Chef on pricing specialty menus. Work closely with banquet department on operations and event execution, ability to quickly evaluate alternatives, and decide on a plan of action. Provide overall direction, coordination, and ongoing evaluation of operations. Detailed execution of all banquet event orders generated excellent knowledge of computers, and software such as SalesPro, and Opera. Ability to work with outside vendors to ensure client satisfaction for events/groups. Monitor group room blocks and pick up, generate detailed resumes for operating departments. Comply with attendance rules and be available to work on a regular basis. Perform any other job related duties as assigned. Comfortable with hotel site inspections and client presentations. Create the desired conference and meet clients' needs through active communication, planning, and team leadership.

**2009 - 2012 Hotel Manager – Baymont Inn & Suites, Crestview, Florida**

- Efficient and effective Manager with oversight of all hotel operations, guest service, inventory management and workforce development and scheduling for all divisions. Recruited, hired and trained all personnel, focused on delivery of excellent guest service, and support that provided a guest destination experience; which resulted in repeat business, referrals and continued guest loyalty. Addressed and resolved guest queries in an expedited manner. Responsible for all detailed knowledge of hotel maintenance activities. Provided cross-functional support regarding daily business operations, while fostering a positive guest environment. Administered operating and capital budgets, and managed strategic operations of the hotel to ensure profitability, and return on owner investment.
- Generated full Profit & Loss reports, oversee scheduling, hiring, and training operations. Supervised management of housekeeping, front office, and reservations. Strengthened quality performance levels across the property, resulting in top status within company and overall performance score increase of 91%. Build the brand through dynamic marketing plans and execution, during the duration of the BP Oil spill, which impacted the business greatly.
- Oversaw, and implemented the conversion from Comfort Inn to Baymont Inn & Suites, along with new service levels. Arranged for new distribution channel implementation, dynamic web design, and new reservation systems and software. Reviewed employee ticketing and sales activities to ensure cost calculations, booking, and scheduling were in accordance with standard operation procedures and regulations, and that charges were made for accommodations. Managed the hotel budget, financial plans, and controlling expenditure to maintain a positive revenue stream maintained. Planned work schedules for individuals and teams to ensure the proper level of staff members are always scheduled.
- Observed and monitored workers' performance to ensure the employees are within compliance with company rules, regulations and procedures Created employee performance appraisals, personnel recognition, training, and conflict resolution, and Request for Proposals. Experienced in reviewing personnel work products, and accepting, rejecting, or amending work. Submitted documentation for employee disciplinary actions.

**2007 - 2008 Senior Sales Associate – Who Will know Jewelry LLC. Orlando, FL**

- Developed and implemented marketing plan which will meet both personal and business goals of expanding customer base in the Orlando marketing area. Worked within the sales and support team for the achievement of customer satisfaction, revenue generation, and long-term account goals in line with company vision and values.
- Established close client relationships, evaluated regional trends and product strategies, promoted new products, maintained client service and satisfaction, and monitored sales

performance. Operated a computerized point of sale cash register and inventory management system: including the accurate entering of sales information: receiving payment for products: processing credit card transactions; making correct change; processing refunds, exchanges and voids; and issuing gift certificates and credit slips.

- Accurately execute retail special orders (in house, phone and web) including accurate sales information to customer (cost, tax, and shipping fees), order fulfillment, payment and shipping.

**2006 - 2007    Administrative Assistant - Marshall Entertainment Insurance. Orlando, FL**

- Provided administrative support to a department and/or Manager.  
Duties included general clerical, receptionist and project based work. Performed various clerical and administrative duties for the insurance department, including scheduling appointments and meetings, providing public information on programs, typing, filing, faxing, and answering phones. Projected a professional company image through in-person and phone interaction. Key accountabilities included administrative functions (activity reports, expense reports, confidential correspondence, presentation development, and scheduling/calendar maintenance) combined with event planning and coordination (travel arrangements, conference-call scheduling, promotional events, and collateral-material preparations).
- Provided assistance to customers regarding various issues with accounts; established operational policies and procedures necessary for smooth business operations; developed recognition awards and motivational incentives for employees which enhanced office environment.

**2002 - 2006    Front Desk Clerk/Assistant Manager - Comfort Inn. Crestview, FL**

- Dependable front desk manager for the hotel. Oversaw the front desk reception staff. Ensured all guests were attended and greeted upon entry to hotel. Phone calls were answered promptly and professional, guests were assisted with any questions/concerns regarding hotel services and products. Promptly checked guest into the computer system and accurately charge for hotel stay and incidentals. Provided accurate, appropriate, and immediate responses to all requests by guests, ensuring complete guest satisfaction.
- Provided administrative support to the hotel manager to include filing, word processing, supplies inventory, reception, voice mail and e-mail messaging, and appointment scheduling. Entrusted with daily banking and account balancing, communicate to general manager any and all occurrences involving staff or guests in the hotel that require attention.

**2000 - 2001 Sales Associate - Air force/Army Main Exchange. RAF Lakenheath, England**

- Performed activities associated with selling, stocking and ordering merchandise in a retail or sales operation. Incumbents in this classification may be assigned to one or more specific merchandise areas within an operation, and work within established guidelines in performing tasks. Ensured the highest level of customer service and satisfaction. Participated in receiving, checking-in, and stocking of merchandise, prepared products for sale, updated and maintained existing client accounts, demonstrated new products, and trained clients. Handled stock, customer specials orders with various vendors' worldwide, providing technical information regarding equipment, order parts, returns, and special orders.

**1997 - 1999 Financial Management Assistant - Civil Engineer Financial Management.  
Eglin Air Force Base, FL**

- Responsible for departmental administration for the processing of purchase orders, contractor payments, reimbursement requests and assists in the preparation and distribution of the financial statement reconciliations. Responsibilities include special projects assigned by management.
- Reviewed forms and reports, and conferred with management and users about format, distribution, and purpose, and to identify problems and improvements. Assisted in financial transactions involving general funds, grants, and contract accounts. Performed comprehensive analysis and projections, relating to business or research trends. Analyzed financial data to ensure efficient use of resources, and its compliance with government agency regulations and restrictions. Set up filing system and maintained over 500 financial files, also distributed mail and financial documents to various organizations throughout the air force base.