

**Amanda López Askin, Ph.D.**

5248 Singer Road  
Las Cruces NM 88007  
[amandaaskin@outlook.com](mailto:amandaaskin@outlook.com)  
575.649.9442

September 4, 2018

Dear Distinguished Members of the Doña Ana County Commission:

I am writing this letter to submit my name for the recently vacated position of County Clerk for Doña Ana County. I am very proud to say that I am native of Las Cruces, NM and have been a lifelong resident of Doña Ana County. I have completed my bachelor's, master's, and Ph.D. degree at New Mexico State University, and am deeply rooted in our vibrant community. With the semi-recent completion of my Ph.D. in a leadership-focused doctorate program, I believe the breadth of my experience and education, as well as my commitment to Doña Ana County, would be an asset to the people and the leadership team that supports the important work that the County Clerk's office is responsible for.

I am currently employed as a School Mental Health Advocate for the Department of Health's Office of School and Adolescent Health. Some of the primary areas that I am responsible for is the planning, development and implementation of statewide standards, policies, and state legislation. Although, the scope of work in my current position is different than the County Clerk role, the process of providing expertise, support, and technical assistance to others is the same, and I believe my experience, skill set, and innate enthusiasm would serve the role well.

In reviewing the New Mexico County Clerk Handbook from November 2016, it is immediately apparent that the many roles and responsibilities that a county clerk is responsible for doing, is vital to the integrity, health and wellness of our county government, as well as the constituents that it serves. I believe I would meet those roles and responsibilities with enthusiasm, a strong work ethic, and a proven ability to learn and become a content expert in my profession, all while supporting the mission of the Doña Ana County Clerk's Office.

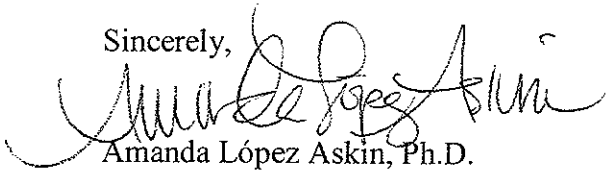
Additionally, as the County Clerk's role is an ex-officio member of the Board of County Commissioners, I have experience in serving my community in various capacities and roles, including coalitions, boards, and committees. While serving on the Board of Regents for New Mexico State University, I was elected Secretary of the board and was honored to actively serve my community in that appointed role. I have a history of developing positive and reciprocal relationships with people from all walks of life, including the private sector, non-profit, and community partners. Furthermore, my work has taken me to the farthest and most remote areas of Doña Ana County and I care deeply about the future of this part of the state.

As a native of Doña Ana County, my involvement and advocacy extends from my professional life to my personal life. I am devoted to helping make my part of the world a better

place, whether through active advocacy, volunteerism, or media relations. My family is deeply rooted in Doña Ana county and my husband and we plan on raising our 2-year old daughter here. This position would allow me to continue to serve my community, provide positive leadership to the Doña Ana County Clerk's Office, and support the mandates and goals that the office is responsible for. Additionally, if you note my exemplary career history, my connectedness to the people around me, and my willingness to work hard to achieve my goals, you will see that I am determined to make a positive difference in any area I work in.

Since earning my bachelor's degree in 1999, I have worked in crafting and translating policy, creating and overseeing programs, treatment, education, advocacy, and providing technical assistance and support to others. The vital role of civic engagement in our community is critical to the well-being and quality of life for everyone. There have been many recent strides that the current staff at the County Clerk's office have made that show their efforts and commitment to work to increase voter turn-out while reaching those in our community who may not have historically being active participants of our electoral process. The skills that have been most vital to my success have been relationship building, communication, and understanding the needs of those I am serving. I believe those skills would serve me well as County Clerk, as well as complement the commitment that the Doña Ana Board of County Commissioners have to serve their constituents. It would be an honor to be considered for this position. I look forward to exploring this opportunity further. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amanda Lopez Askin".

Amanda López Askin, Ph.D.

## REFERENCES

**Dr. Janet Green**

Domenici Institute,  
New Mexico State University  
[jgreen@nmsu.edu](mailto:jgreen@nmsu.edu)  
575-646-2227

**Dr. Roberto Lozano**

Chief Office of Equity, Innovation, and  
Social Justice  
Las Cruces Public Schools  
[rlozano@lcps.net](mailto:rlozano@lcps.net)  
575-644-7580

**Dr. Garrey Carruthers**

Chancellor/Professor Emeritus  
New Mexico State University  
[garrey@ad.nmsu.edu](mailto:garrey@ad.nmsu.edu)  
575-640-9422

**Michele Meunier**

Director and Founder, ACTION Programs  
for Animals  
[cheressem@gmail.com](mailto:cheressem@gmail.com)  
575-644-0505

Dr. Esther Devall

Professor, Family & Child Science  
[edevall@ad.nmsu.edu](mailto:edevall@ad.nmsu.edu)  
575-642-3322

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## ***EDUCATION***

New Mexico State University  
Las Cruces, NM  
2013 – 2016

Ph.D. – Educational Leadership Administration  
Higher Education Focus, Social Justice Emphasis

New Mexico State University  
Las Cruces, NM  
2000-2002

Master of Science in Family and Consumer Sciences,  
Marriage and Family Therapy Track  
Minor, Counseling and Educational Psychology

New Mexico State University  
Las Cruces, NM  
1992-1999

Bachelor of Science, Family and Child Science

Ocate High School  
1992

## ***EXPERIENCE***

***NM Department of Health***  
Office of School & Adolescent  
Health  
Las Cruces, NM  
July 2005- Present

### ***School Mental Health Advocate***

The position provides regional leadership and technical assistance for school personnel, community, and local stakeholders on student outcomes connected to mental health and wellness. Collaboration and partnerships are key components, including aspects of local, regional, and statewide planning, developing and implementation of statewide standards, policies, state legislation and training and resource materials that directly impact the quality of student success and outcomes connected to mental health, in addition;

Provide ongoing oversight, technical assistance, and consultation in School Based Health Centers in 8 counties of Southwest New Mexico, focused on the behavioral health portion of the center, to include budgetary, personnel, and contract deliverables for each site

Provide community and coalition leadership on behalf of school mental health perspective, including engagement of community and awareness of challenges in outcomes for New Mexico youth,

Provides problem-solving, clinical guidance and best practices to School Based Health Centers connected to their behavioral health practices, policies and services provided

Functions as a liaison and regional point-person on policy, practice, and best practices connected to academic outcomes and best practices in student learning and improvement, all connected to positive mental health, as well as grant-writing support and review

Offer behavioral health training and support on clinical aspects of integrated health, including DSMV, substance abuse and prevention, coordination of care, discharge planning, and referral, provide discharge planning and level of care recommendations to school based health centers, community organizations, and community members seeking guidance

Coordinates state-wide conference participation, including content and promotion of conference marketing, budgetary considerations, and marketing of largest school health conference

Network, facilitate and form partnerships with community stakeholders. Maintain extensive list of provider services in order to provide behavioral health referral and treatment options for various levels of care, initiation of innovative and/or new programs

Develop and teach various educational topics such as: youth suicide prevention, mental health, self-esteem, bullying prevention, all school focused behavioral health issues/challenges, and all topics that contribute to and are focused on overall academic success

Provide leadership on best practices, programs, and curriculums that are culturally based and improve student success, mental health and wellness, assist school personnel in development and implementation of school programs that promote prevention, screening, intervention, treatment, and health promotion

Provide leadership, support and feedback to school personnel seeking resources for school communities, guide school personnel in navigating various resources, content-experts, best practices, and community engagement, including implementation of new programs, as requested and needed by various stakeholders

Participate as a member of various work groups and committees that support and effect mental and physical health outcomes of southern New Mexico's youth,

Participate and facilitate various state-wide behavioral health-focused workgroups to address behavioral health shortage in New Mexico, organized school behavioral health personnel locally and state-wide

***New Mexico State  
University***

February 2015 – August 2017

***Regent, NMSU Board of Regents***

Appointed by the Governor of New Mexico to the 5-member NMSU Board of Regents

Responsibilities included, but not limited to; the fiduciary responsibility for the assets and programs of the university, the establishment of goals and policies to guide the university, as well as oversight of the functioning of the university, and supervision of the President of the university; Audit Committee Member, Honorary Degree Recipient Nomination Committee, Arrowhead, Inc. Board Member, Arts in Public Spaces Board Member

**New Mexico State  
University**  
February 2015-July 2017

**Adjust Instructor, Freshman Course University 150**

Taught Freshmen Year Experience (UNIV 150), 3-credit elective course which provides an introduction to the university and its resources. Provided course content and discussion that offered: college and career goals, guidance to establish a major, social skills, learning styles, and assist in learning and utilize resources at NMSU, emphasized the development of academic and personal skills that enable freshmen to become successful students of NMSU

**Adams Radio Group  
KGRT 570 AM**  
Las Cruces, NM  
Jan 2014-Jan 2015

**Talk-Show Host**

"Let's Talk Las Cruces" was aired weekly

Hosted a local radio talk show that focused on issues and news effecting Las Cruces, including local, regional, and national topics discussed, with guests offering their commentary and opinion

**Radio Las Cruces  
KSNM 570 AM**  
Las Cruces, NM  
Dec 2008-Dec 2013

**Talk-Show Host**

"Prescription for Health" was aired weekly

Provided the community an educational opportunity by interviewing various experts in health and wellness fields

Offered learning opportunities on the concept of "integrated health" in support of both physical, emotional and spiritual health

**Family Pride Program  
Treatment Foster Care**  
Las Cruces, NM  
April 2008 - January 2010

**Home Study Specialist**

Provided oversight of home studies, including approval of evidence-based programming

Supervised training of Treatment Foster Parents

Completed SAFE Home Study training to become a Certified SAFE Home Study specialist

Cultivated relationships with potential treatment foster parents, while providing education and support during Home-Study Process

Offered education and advocacy for treatment foster care program and potential parents

Completed extensive home studies on those seeking to provide specialized Treatment Foster Care within their home

**Mesilla Valley Hospital**  
Las Cruces, NM  
January 1999-July 2006

**Residential Treatment Care Coordinator**

Responsible for the authorization, coordination, and placement of patients into the RTC Program

Assess and provide clinical documentation for clients to external parties to justify Level of Care

Worked extensively with medical staff, departments, administration, external

case managers, school personnel to coordinate care, including budgetary aspects of care connected to authorization

Function as a liaison with hospital departments and community resources

***Assessment and Referral Coordinator***

Complete psycho-social assessments for potential patients

Screen potential admissions and determine appropriate level of care to recommend to physicians

Extensive contact with medical staff, departments, administration, external case managers, school personnel to coordinate care

Function as a liaison with other hospital departments and community resources

***Treatment Coordinator Supervisor***

Supervise contract employees and ensure compliance with program policy and delivery of contracted services. Conducted regular performance evaluations and provided feedback and support for continual improvement of performance.

Coordinate and supervised treatment course for "at-risk" youth in treatment foster care program

Coordinate discharge planning

Monitor progress and ensure appropriateness of placement while youth is in treatment

***Therapist***

Practiced individual and family therapy for youth and families placed in Treatment Foster Care (TFC)

Participated in Treatment Team meetings and helped facilitate long and short-term treatment goals

Completed and taught Foster Care curriculum

Implemented discharge plans

Conducted and completed bio-psycho-social assessments

***Home Base Counselor***

Worked in community-based program with at risk youth and families facilitating various life skills and accessing needed community resources

Completed intake paperwork with families to initiate program participation

Conducted clinical assessments for diagnostic purposes

Worked with the family to develop a treatment plan, instructing and facilitating goals to support successful discharge

Community involvement with various agencies and programs on behalf of clients

Extensive travel to client's homes to observe and be immersed in the family environment and dynamics to offer feedback, suggestions and support

***THE Moving Company***

Las Cruces, NM

January 1993-December 1999

***Office Manager Assistant***

Provided daily general administrative management duties

Supervised front office and warehouse staff to include quarterly assessments of work deliverables and human resource responsibilities

Provided customer service via phone by providing telephonic estimates, including marketing of services offered

Interacted with customers and the public daily in order to maximize business opportunities and ensure quality control

Completed extensive military and commercial paperwork as required by Department of Defense and various government contracts

Tasked with budgeting, accounts receivable, payroll, and billing

***PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, CIVIC AND CHARITABLE GROUPS***

- \* NGAGE NM Leader's Circle
- \* Mayor's Task Force on Suicide Prevention
- \* NMSU College of Education Diversity Task Force
- \* Domenici Institute Volunteer Coordinator
- \* NMSU Honor's College Speak and Mentor
- \* Weekly radio segment featuring the Pet of the Week
- \* Juvenile Community Corrections Panel (assisting with placement of at-risk youth after adjudication)
- \* Community Unity Coalition (bullying prevention education group)
- \* Teen Pregnancy Prevention Work Group
- \* QPR Suicide Prevention Program Certification
- \* New Mexico Suicide Prevention Coalition
- \* Action Program for Animals Board Member and Volunteer

***COMMUNITY, EDUCATION, AND BUSINESS AWARDS***

- \* UP! Coalition Award "Media Outreach of the Year" 2012
- \* Up! Coalition Award "Speak Out Against Drugs"
- \* Master of Ceremonies for various non-profits including the Alzheimer's Association, Healthy Women Events, and animal advocacy gatherings
- \* High Heels for High Hopes Celebrity Fundraiser
- \* Nomination for the New Mexico Broadcaster's Award for "Prescription for Health" talk show of the year
- \* Recipient of the Mike Watts Outstanding Leadership award
- \* Featured in the 2014 publication of "Local Legends of Las Cruces" as an active volunteer and community member focused on improving the quality of life for others in our local community
- \* Featured in a story in the March 2015 issue of People Magazine in recognition of volunteer work for non-profit program "Dogs on Deployment"



**PRESENTATIONS**

López Askin, A. (2018). Best Practices in Implementation of Public Education Wellness Policies. Public Education Conference, Albuquerque, NM.

López Askin, A. (2018). QPR Suicide Prevention Gatekeeper Training. Various locations within Southwest Region, July 2016-Present.

López Askin, A. (2018). Mindfulness: Workplace Tools for a Happier, Healthier You. NM DOH WIC Program 2018 Annual meeting, Las Cruces, NM.

López Askin, A. (2017). Mindfulness: A Conscience Effort. NM DOH 2017 Regional Public Health Week, Las Cruces Public Health Office.

López Askin, A. (2017). Beyond Phone Trees: Systematic School Crisis Response. Las Cruces Public Schools, Social Work In-Service, Las Cruces, NM.

López Askin, A. (2017). Suicide Prevention 101. Bayard School District, School-wide In-Service, Bayard, NM.

López Askin, A. (2016). Voices of the New Majority. Joint presentation at the 2015 UCEA National Conference.

López Askin, A. (2015). Mental Health Agencies and School Districts: Creating a Community of Practice. Joint presentation at the 2015 New Mexico Public Health Annual Conference, Albuquerque, NM.

López Askin, A. (2015). Mental Health 101. New Mexico Association of Family and Consumer Sciences 2015 Annual Conference, Las Cruces, NM

López Askin, A. (2015). Mental Health 101: An Overview. Joint presentation at the New Mexico School Health Education Institute 2015 Conference.

López Askin, A. (2014). Behavioral Health in the Classroom. Webinar series, New Mexico GRADS Program.

López Askin, A. (2014). Postvention: Suicide Response and Prevention in School Settings. Joint presentation at the 2014 New Mexico Head-To-Toe School Health Conference, Albuquerque, NM.

López Askin, A. (2012). Suicide Response and Prevention in School Settings. Joint presentation at the 2015 New Mexico Head-To-Toe School Health Conference, Albuquerque, NM.

López, A. (2010). Mental Health Diagnosis and Clinical Techniques 101. Joint presentation at the 15th Annual Conference on Advancing School Mental Health, 2010, National Conference, Albuquerque, NM.

López, A. (2010). Keys to Trauma-Informed School Health Identifying Trauma Dynamics and Resiliency Strategies. Joint presentation at the 2010 Ruidoso Public Schools School-wide in-service, Ruidoso, NM.

López, A. (2007). Linking Positive Mental Health to Student Success. Joint presentation at the New Mexico School Superintendents annual association meeting.

### **PUBLICATIONS**

Haan, J., Lozano, R., López Askin, A., & Melendez, M. (2017). Singing a new scholarly song: Voices of the new majority shaping educational leadership doctoral programs for social justice. *The Sojo Journal* Volume 2 # 1, 2017, pg. 1-15.

López Askin, A. (2015). Introduction. In Khalifa, M., Arnold, N., Osanloo, A., & Grant-Overton, C. (Eds.), *Handbook of urban educational leadership* (Section 10). Lanham, MD: Rowman and Littlefield Publishing Group.

### **PUBLICATIONS REVIEWED**

Boske, C., & Osanloo, A. (Eds.) (2015). *Living the work: Promoting social justice and equity work around the world*. London, United Kingdom: Emerald Publishers.

## REFERENCES

**Dr. Janet Green**

Domenici Institute,  
New Mexico State University  
[jgreen@nmsu.edu](mailto:jgreen@nmsu.edu)  
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**Michele Meunier**

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[cheressem@gmail.com](mailto:cheressem@gmail.com)  
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Dr. Esther Devall

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received  
9.5.18

*E. SHIRLEY BACA*  
1501 E. Boutz Rd.  
Las Cruces, NM 88001  
(575) 522-7335  
Baca2902@zianet.com

September 5, 2018

Commissioner Ben Rawson, Chair  
✓ Commissioner Isabel Solis, Vice Chair  
Commissioner Billy Garrett  
Commissioner Ramon Gonzalez  
Commissioner Kim Hakes

RE: Doña Ana County Clerk – Letter of Interest & *Resume*

Honorable Chairman Rawson & Commissioners:

Attached please find my *Resume* for the vacated position of Doña Ana County Clerk. I believe that I am most likely the best qualified candidate to fill this position and to “hit the ground running” because I match most of the qualification requirements. Specifically;

1. A strong commitment to assuring for fair and equal access to electoral politics including voter registration, education and outreach, honest voting opportunities, and protecting the integrity of a smooth, legal election and voting process,
2. Experience in managing multi-million dollar budgets and supervision of 45 to over 400 employees (during my tenure on the New Mexico Public Regulation Commission),
3. Maintaining accurate department records and files, especially as they relate to the Doña Ana County Commission and proceedings of the Board including orders issued by the Board for the payment of money, that show the income and expenditures of the county,
4. Research and compile legal information and data as it pertains to departmental needs and preparing the reports and forms/ballots relating to recurring and newly enacted election laws, and
5. Knowledge and understanding of the Clerk’s departmental responsibilities such as public records and archiving, Bureau of Elections, Probate Court, and permits and licensing.

As you will note in my *Resume*, I have been an Executive Director, Program Director, Legislator, Regulator, and election employee such as Presiding Judge, Judge, Election Worker, and Document Technician in the Doña Ana County Clerk’s office. I am very versed in office management and meeting contractual obligations and legal mandates. In addition, as a

Legislative Assistant and Specialist, I am very familiar with the issues and mandates of the Election and Voting Laws, and will always strive for fair and honest elections, which includes protecting the integrity of the election process.

I look forward to having an opportunity to answer any questions of me and/or my *Resume*.

Sincerely,



E. SHIRLEY BACA

## **E. SHIRLEY BACA**

1501 E. Boutz  
Las Cruces, NM 88001

Telephone: (575) 522-7335/Cell (575) 649-7275  
[baca2002@zianet.com](mailto:baca2002@zianet.com)

### **Visionary Leadership & Administration, Management Executive**

45 years of Executive experience and leadership in facilitating, organizing, and delivering positive administration, and management services.

*Accomplished visionary senior executive with a strong track record of successful administration and management skills characterized as a cross discipline relationship team builder that continuously identifies opportunities for asset growth, data and policy analysis, collaboration, change management, public relations, and cross-cultural integration.*

### **Core Competencies**

**Policy, Market Research & Data Analysis Fund-raising & Philanthropy \* Team Building, Strategic Planning, & Plan Execution \* Budget, Staffing, & Development**  
\* **Public Speaker & Promotional Representative**  
\* **Political, Legal, Policy, & Regulatory Specialist**

### **PROFESSIONAL EXPERIENCE**

#### **Doña Ana County**

**December 1, 2014-12/01/15**

#### **Probate Office-Document Technician /Assistant**

**Las Cruces, NM 88005**

Docketing, digitalizing, archiving, and indexing of documents filed with the Probate Office. Assist clients with opening, updating, and closing Probates. Assist Probate Judge, and attorneys as requested. Assist in Doña Ana Clerk's Office in scanning and filing documents. Knowledgeable of duties of County Clerk as per the NM Constitution and NM State Statutes.

#### **E=MC<sup>2</sup>**

**March 1, 2012-Present**

#### **Political Consultant**

**Las Cruces, NM 88001**

Political and Campaign Consultant specializing in recruiting, training, messaging, targeting, GOTV and management of progressive, minority, Democratic candidates. Hands-on experience of 68+ campaigns with a 95% win rate. Campaigns include presidential, congressional, statewide, legislative (Senate and House of Representatives), county, municipal, school board, and issue-based. Note: No political activities are conducted if working for political and/or issue-based campaigns.

#### **NM Community Foundation**

**July 1, 2010-12/31/2011**

#### **Director, Southern NM Office**

**Las Cruces, NM 88005**

Direct newly opened southern NM Office of the NM Community Foundation. Outreach to provide visibility and viability of the NMCF in SNM. Interface with private, public, businesses and individuals as well as elected officials, organizations, and foundations. Interface with SNM grantees. Strategic

development-team planning to build philanthropy and outreach for fund-raising. Participate in the Border Philanthropic Partnership, Hispano Chamber, and Las Cruces Chamber of Commerce.

**Coordinator [*Elev8*–After School Program for the Arts] July, 2009–June, 2010**

**Court Youth Center**

**Las Cruces, NM 88005**

Coordinate the Court Youth Center/NM Community Foundation grant *Elev8* initiative for the After School Program for the Arts at Gadsden Middle School, Anthony, NM. Responsible for collaboration of educational, social, and health care integrated services of *Elev8*-GMS. Develop curriculum for integrated arts into academic curriculum for Spanish-speaking, at-risk, US/Mexico border 7<sup>th</sup> and 8<sup>th</sup> grade students. Community Outreach, team building, strategic planning, and goal benchmarking. Student and family data collection and analysis. Supervision of 16 staff.

**Commissioner – NM Public Regulation Commission 01/01/2003–12/31/2006**

**Elected Official**

**Santa Fe, NM**

Responsible for compliance and regulatory oversight of; electricity (including alternative and renewable energy resources), small water systems, pipeline safety, natural gas and contemporary technologies, telecommunications, transportation safety and licensing, and health, auto, and home insurance policies. Rate-making, rule-making, and regulatory decision-making expertise including final orders, and stipulated agreements. Oversaw customer complaints, industry enforcement and compliance issues. Presided as Hearing Examiner over numerous cases. Supervised 400+ employees.

**President/Consultant – Public Interest Consultants, Inc.**

**Las Cruces/Albuquerque, NM**

**07/01/1989 – 12/31/2002**

Progressive woman-owned corporation specializing in:

- Training. Organizational Management and Development, Policies and Procedures, Cultural Diversity, Community Development, Board and Staff Development. Some Contracts included; *Healthier Communities, Healthier Schools, Healthy Nations, and Drug Free Schools.*
- Policy. Construction of organizational policies relating to operational management, strategic planning, mediation and conflict resolution, employment procedures and practices, budget, and financial development.
- Fund-raising. Identification, recruitment, and application to solidify funding sources for business investments and venture capital, organizational, and programmatic needs, and political campaigns. Successful in accessing entrepreneurial and philanthropic individuals, foundations, and governmental resources.
- Legal, Lobbyist, and Political. Mediation and dispute resolution representation. Advocacy research and lobbying. Campaign management, political strategy and candidate training.

**Executive Director – Community Action Agency of Southern NM**

**Las Cruces, NM**

**10/01/1981-05/30/1989**

Responsible for all administrative, management, and fund-raising duties of a multi-service, not-for-profit agency in southern NM. Supervised a staff of 45 employees and hundreds of temporary volunteers. Successfully managed a multi-million dollar budget, which included local, state, and federal funded community-based programs.

## **POLITICAL EXPERIENCE**

Poll Worker, Early Vote and Election Day – Doña Ana County, 2007, 2008, & Early Vote Primary, Election Day Primary, Election Day General, 2012, 2013 & City of Las Cruces & Early Vote, 2017  
Analyst, Senate Majority, Santa Fe, NM Leg. Sessions, 2016-2018  
Analyst, Senator Mary Kay Papen, President Pro Tempore Santa Fe, NM Leg. Sessions, 2013, 2014  
Proof-reader, NM State Senate, Leonor Naranjo, Senate COS Santa Fe, NM Leg. Sessions, 2013-2018  
Political Consultant, Campaign Manager, Strategist – 69 Campaigns (90% Success rate) 1975-2016  
Elected Obama Delegate, Democratic National Convention Denver, CO. 2008  
Presidential Candidate Obama's NM Committee on Energy [Member] 2008  
Commissioner, NM Public Regulation Commission 2003-2006  
State Representative, NM House District #35 1991-1996  
Democratic Candidate/Nominee, NM 2<sup>nd</sup> Congressional District 1996 & 1998  
NM Democratic Party, Vice Chair - NM 2<sup>nd</sup> Congressional District 1999 -2002  
Founder PIC-PAC [Public Interest in Communities Political Action Committee] 1999  
Vice Chair, NM Commission on the Status of Women Appointed, 1988  
Analyst, Rep. Sam Vigil, Chair Education Committee Santa Fe, NM Leg. Sessions 1986  
Analyst, Rep. Ben Lujan, Chair Tax & Rev. Committee Santa Fe, NM Leg. Sessions, 1987. 1988  
Special Assist. Rep. Toby Michael, Majority Floor Leader Santa Fe, NM Leg. Sessions, 1989, 1990  
Advisory Member, NM Commission on Higher Education Appointed, 1986

## **VOLUNTEER EXPERIENCE**

Member/Volunteer, Lions de Noche, Las Cruces, NM 2015-Present  
Member/Volunteer, Mesilla Valley Film Society 2002-Present  
Member, NM Grant Makers Association 1988-2002  
Advisory Committee Member, Con-Alma Foundation 2000-2002  
Founder/Board Member, & Vice-Chair, NM Women's Foundation 1988-1991  
Board Member, Mexican American Women National Association [MANA] 1985-1986

## **EDUCATION**

**John F. Kennedy School of Government, Harvard University. Cambridge, Mass.**  
“*Executives in Public Management Program*”, (Masters, 1991)  
**University of Texas at El Paso. Moscow, Russia. Maurice Torrez Institute of Foreign Languages.**  
“*Intensive Russian Language Seminar*”. (Certificate, 1990)  
**Antioch School of Law. Washington, D.C.** (Juris Doctorate, 1985). Major emphasis in Title VII of the Civil Rights Act of 1964, Employment Discrimination, Labor Law. Non-Licensed.  
**New Mexico State University. Las Cruces, NM.** (Earned Masters of Arts, 1976). Major: Educational Management and Development/Community Education with emphasize on Public Administration. (Bachelor of Fine Arts, 1974). Major: Art, painting, ceramics and ceramic sculpture. Minor: Music. Four year full music scholarship from NMSU.  
**Instituto Allende. San Miguel de Allende, Guanajuato, Mexico.** Began Master of Fine Arts, 1974. Emphasis on *ceramica majolica*, and ceramic sculpture.

## **FELLOWSHIPS**

Institute for Regulatory Law & Economics. Aspen Institute, Aspen, Colorado 2005  
Edison Electric Institute, *Wall Street Experience*. New York City, NY 2004



American Gas Association, <i>Wall Street Experience</i> . New York City, NY	2004
National Regulatory Research Institute. Columbus, OH	2003
National Hispana Leadership Institute. Washington, D.C.	1991
Center for Creative Leadership. Colorado Springs, Colorado	1991
Mott Foundation , <i>Community Education</i> , Flint, Michigan	1976

### **PROFESSIONAL ASSOCIATIONS AND AWARDS**

Member, Border Philanthropic Partnership	2009-2010
Member, National Association of Regulatory Utilities Commissioners	2003-2008
NARUC Committees: Energy Resources & Environment, Gas, International Relations	
Advisory Board Member, Gas Technology Institute. Chicago, Ill.	2003-2006
NM-PRC Member to the West Joint Board of FERC	2005-2006
NM Environmental Law Center's "Community Environmental Advocacy Award"	1996
"Outstanding Mexican-American State Legislator"	1995
"Governor's Award on Outstanding Women in New Mexico"	1991
"Outstanding Young Women in America"	1990

### **SPECIAL SKILLS AND QUALIFICATIONS**

Verbal and Written Communication; Spanish, French, and Russian. Ability to speak Italian on a limited basis.

Computer Abilities; Proficiency in Microsoft Word Perfect (Windows), Publisher, Page Maker, Power Point, Quicken, Razors Edge, Fusion.

**[Updated September, 2018]**

September 3, 2018

Doña Ana Board of County Commissioners,

Please consider this as my formal expression of interest in the Doña Ana County Clerk position. I am a public servant with the experience needed to lead the Doña Ana County Clerk's Office.

Professionally, I have worked with nonprofits in administration, brand development, event coordination and donor financial operations. During my Master's in Public Administration program, I focused on public sector management best practices. I consulted directly with leaders on their organizations' strategic approaches to finance, governance and leadership.

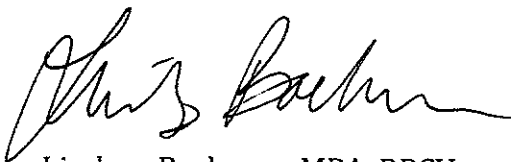
I have also managed multiple projects and resource teams simultaneously in the private sector. At Advanced Micro Devices, this meant translating high-level, global strategy into actionable tasks for a diverse group of designers, technicians and communication colleagues.

In my role as Chief Deputy Clerk for Doña Ana County, I gained invaluable insight into elections administration in New Mexico during the 2018 primary and Las Cruces Vote at Home elections. I also have developed the rapport with the Clerk's Office staff that will be necessary to execute and lead the successful administration of the 2018 general election.

Ultimately, the County Clerk should strike a balance between the needed dedication to managerial oversight of the office and the promotion of our services. This includes the engagement of voters, but it also includes maintaining strong relationships with businesses and individual members of our community who regularly utilize the office's recording and filing services.

It would be my honor to continue to lead and work alongside the staff of the Doña Ana Clerk's Office as Doña Ana County Clerk.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Lindsey Bachman". The signature is fluid and cursive, with a large initial "L" and "B".

Lindsey Bachman, MPA, RPCV  
Doña Ana Deputy County Clerk

# LINDSEY M. BACHMAN, MPA, RPCV

lindseymbachman@gmail.com - 936.615.4625 - <https://www.linkedin.com/in/lindseymbachman>

## SKILLS:

Project Management, Program Evaluation, Process Improvement, Community Engagement, Team Leadership, Research and Analysis, Volunteer Management, Writing and Editing, Spanish

## EDUCATION:

The University of Missouri Kansas City, 05/15/2015  
**Masters in Public Administration, Nonprofit Management**

The University of Texas at Austin, 12/06/08  
**Bachelors in Multimedia Journalism**

## RELEVANT EXPERIENCE:

### **Doña Ana County: Chief Deputy Clerk, Clerk's Office 04/18 – Present**

Under the general direction of the County Clerk, directs, manages, supervises and coordinates the programs and activities of the County Clerk's department including, but not limited to,:

- **Management:** daily and long-term planning demands of an office of 20-25 employees
- **Elections Administration:** oversight of the 2018 Primary and the 2018 Las Cruces Vote at Home elections
- **Recording and Filing Administration:** proper retention and disposition of general public records

### **Alzheimer's Association: Southwest Regional Manager, New Mexico Chapter 03/17 – 01/18**

- Managed regional office in Southern New Mexico that provided advocacy, health education, and fundraising

### **Seton Healthcare Foundations: Foundation Services and Events Coordinator (Financial Operations), 02/16 – 01/17**

- Responsible for financial reconciliation as well as software selection and implementation
- Helped raise approximately \$6 million in event fundraising and \$23 million in total fundraising

### **National Center for Farmworker Health: Consulting & Professional Development Services Specialist, 08/15 – 02/16**

- Supported professional and consultation services for federally qualified community health centers including the development of training programs as well as the branding, marketing and selling of services

### **Coverdell Peace Corps Fellow: Health Administration Research Assistant, 08/13 – 05/15**

- Assisted in the compilation of the National Public Health Performance Assessment Report for the Kansas City Health Commission
- Co-authored "The Effect of WIC on Food and Income Security" for the annual meeting of the Association for Public Policy Analysis & Management, November 8, 2014

### **Advanced Micro Devices: Content Management Specialist, 07/11 - 04/12; Global Online Marketing Project Manager 04/12 - 07/13**

- Developed and managed external customer relationships as well as internal production teams (Analytics, Design, Content, Infrastructure and eCommunications elements) for multi-million dollar marketing campaigns

### **The United States Peace Corps: Education and Information Technology Volunteer, 03/09 – 05/11** *\*(Brief description included below. Official description available upon request.):*

- Established a high school computer lab and trained teachers how to use computers to support classes
- Completed a three-month community diagnostic requiring door-to-door engagement and community resource assessment
- Developed a training manual for English instruction for all Peace Corps Dominican Republic volunteers

Dolores Connor  
4092 Demos Ave  
Las Cruces, NM 88011  
[dolores@doloresconnor.com](mailto:dolores@doloresconnor.com)  
575.649.4784

September 5, 2018

To: Chair Ben Rawson  
Vice Chair Isabella Solis  
Commissioner Billy Garrett  
Commissioner Ramon Gonzalez  
Commissioner Kim Hakes

Dear Commissioners,

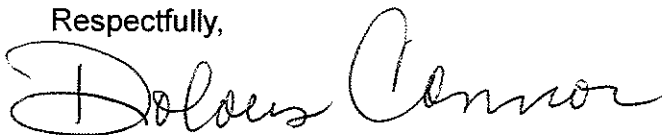
The purpose of this letter is to inform each of you of my interest for the Dona Ana County Clerk position. Also attached you will find my resume which includes my qualifications.

With 18 years experience as a bank manager and having managed over 20 people, along with 11 years of owning my own business are a brief snapshot of my extensive qualification for the County Clerk position. In addition I have 8 years of political service as a City of Las Cruces Councilor which included two years of service as the Mayor Pro Tem. My past management and skills, supervising and managing a large group of employees, holding them to the highest standards, which is an expectation of the financial industry, will benefit the County Clerk's office. My understanding and working with all departments of city government can also be of benefit to the County Clerk's office at a critical time where experience in management, accountability and integrity are needed.

I have had a great deal of interest to represent the residents of Dona Ana County which was demonstrated by entering my name on the ballot for County Clerk in 2012. My experience in local and state government as an elected official is my reason for seeking to serve our community into the future.

Please review my resume in more detail so that you may gain a better understanding to the extent of my experience and achievements. These qualifications will most certainly serve the County Clerk's office in a positive manner. I am excited about this opportunity and look forward to attending the September 11th meeting to answer any questions you may have of me as well as to discuss this further.

Respectfully,

A handwritten signature in cursive script that reads "Dolores Connor". The signature is written in black ink and is positioned above the printed name.

Dolores Connor

# Dolores Connor

4092 Demos Ave - Las Cruces, NM 88011 - (575) 649-4784  
[dolores@doloresconnor.com](mailto:dolores@doloresconnor.com)

## **EXPERIENCE**

### **New Mexico State Legislature - Santa Fe, New Mexico Legislative Assistant - January - March, 2012, 2017 and 2018**

Clerical staff during the Legislative Session for State Representatives and office staff. Duties include meeting with and scheduling constituents. Organizing the Legislators on schedules and responding to requests from constituents.

### **City of Las Cruces - Las Cruces, New Mexico Councilor - District 2 -November 2003 -November 2011 (Elected two terms)**

As the elected representative of District 2, I provided the leadership and decision making responsibility on strategic, fiscal and policy issues facing the City of Las Cruces, as well as addressing concerns of the City's residents, with an emphasis on the constituents of District 2. These responsibilities include being the City Council representative on selected Advisory committees and organizations. Also served as the City of Las Cruces Mayor Pro-Tem from November 2005 to November 2007. Accomplishments during my term include but were not limited to the Convention Center, New City Hall, two new Museums and upgrades to the Veteran's Park, New Dispatch Center and Public Safety Facility. Policy related to recycling, reducing costs and a balanced budget were also beneficial to the success of the City.

### **C. Taylor & Co. - Las Cruces, New Mexico Co-Owner - June 1993 - January 2003**

As a partner in a local gourmet coffee, tea and kitchen gift store, my role was to be responsible for purchasing, accounts payables, customer service, inventory control, financial management, marketing advertising and budgeting for this Las Cruces, NM retail business.

### **Mutual Building and Loan - Las Cruces, New Mexico Vice President - Operations (Final Position) - December 1975 - June 1993**

As a member of the management team I was responsible for the Operations Department which included management of the deposit accounts for the four branches and a staff of 21 employees. I provided mentorship and professional training for my staff and I was Supervisor of Operations dealing with customer service, account problem solving, security, staffing, budgeting and other management duties for the Savings and Loan. Other departments prior to Operations Officer included Construction Loan Officer, Data Processing, Bookkeeping and Teller.

### **Other Employment - Las Cruces, New Mexico**

Ebbs, Roberts, Head & Daw, CPA - Tax Preparer 2014  
Jackson Hewitt Tax - Tax Preparer - 2001 - 2003  
Las Cruces Public Schools, Migrant Program and Teacher Aide - 1972 - 1975

# **Dolores Connor**

4092 Demos Ave - Las Cruces, NM 88011 - (575) 649-4784  
[dolores@doloresconnor.com](mailto:dolores@doloresconnor.com)

## **EDUCATION**

Dona Ana Community College - Las Cruces, New Mexico  
2014 Honorary Associate of Business Management

Bank School Administration - Madison, Wisconsin  
University of Wisconsin- Madison  
Graduate Banking Operations - 1990 - 1992

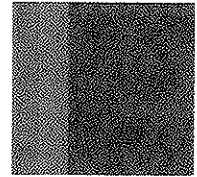
## **ORGANIZATIONS AND CIVIC PARTICIPATION**

US Bank - Community Advisory Board Member - 2012 to present  
Election Advisory Council - Dona Ana County Chair 2015 to present  
J. Paul Taylor Academy - Board Member - 2016 -2017  
Juvenile Justice Advisory Committee - 2016 appointed by Governor Martinez  
Diocese of Las Cruces Foundation - Vice Chair and Board Member 2013 - 2016  
Greater Las Cruces Chamber of Commerce - Board Member 2003 - 2011  
Las Cruces Hispanic Chamber of Commerce - Committee Member - Multiple years  
Cowboys for Cancer - Tough Enough to Wear Pink - Committee member  
Jardin de los Ninos - President and Board Member 2012 -2015  
New Mexico First (State Organization) - Board Member 2009 - 2012  
New Mexico Spaceport Regional Tax District - appointed by Governor Richardson  
New Mexico Municipal League - President and Board Member 2004 - 2011  
Mesilla Valley Court Appointed Special Advocates - Board Member 2005 - 2007  
Greater Mesilla Valley Economic Development Association - Board Member 2003 -2011  
Mesilla Valley Dispatch Authority - Chairman 2007- 2011  
Rio Grande Natural Gas Association - Chairman and Board Member 2006 - 2010  
Big Brothers Big Sisters - President and Board Member 2003 - 2007  
New Mexico March of Dimes - Committee Member 1998 - 2005  
Mesilla Valley Hospice - President and Board Member 1995 - 2000  
NMSU Arrowhead Park Advisory Committee - Board Member 2005 - 2010  
Las Cruces Conquistadors - Member 1992 - 2000  
Construction Trade Partnerships - Chairman 2003 -2007  
Las Cruces Homebuilders Association - Board Member 1989 - 1995  
Toastmasters International - Competent and Advanced Certified Toastmaster

## **AWARDS AND RECOGNITIONS**

Latinas in Leadership - Community Service Award-Las Cruces Hispanic Chamber-2015  
Associate of the Year - Building Industries Association of Southern NM-2010  
"Women Who Mean Business" - New Mexico Business Weekly - 2008  
Citizen of the Year - Las Cruces Greater Chamber of Commerce - 2007  
Environmental Heroes Award - 2006

Cheryl De Young  
1720 Boston Dr., Las Cruces, NM 88001  
575-496-7879 nmppl@yahoo.com



August 30, 2018

Chairman Benjamin Rawson  
Doña Ana County Commissioners  
845 N. Motel Blvd., Las Cruces, NM 88007

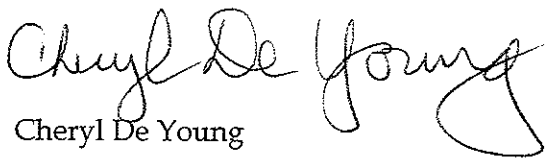
Dear Chairman Benjamin Rawson,

I am writing to express my interest in the appointment of the Doña Ana County Clerk. My experience as a supervisor, offices (including president) of various community boards enables me to bring integrity back to the office of County Clerk. I will follow the law and make sure that everything will be run with integrity and transparency.

I hope that you and the other County Commissioners will appoint me to this position so that I can give back to the community in which I was born and love. I want Doña Ana County to assume the reputation of honesty and transparency. I want to restore confidence in our election process and record keeping and administration.

I thank you for your consideration in this matter.

Sincerely,

  
Cheryl De Young



## **Cheryl De Young Resume**

1720 Boston Dr., Las Cruces, NM 88001  
nmppl@yahoo.com 575-496-7879

### **Education:**

**Bachelors of Science in Elementary Education: PCBBC, San Dimas, California**

**Post Graduate Master's Work: NMSU, Las Cruces, New Mexico**  
Major in History, Minors in Archaeology and Public Administration

### **Work and Volunteer Experience:**

**Presiding Elections Judge or Elections Judge for Dona Ana County Clerk's Office**  
1996-2004 (unverified by DA County Clerk's office), 2006-2018 (verified)

**Dona Ana County Election Advisory Committee member 2017-present**

**Presiding Judge for Orange County, California general election November, 1976**

**Community Living Services Staffing Coordinator and Supervisor, Tresco, Inc.**  
November 2011—March 31, 2017

- Coordinate Lottery Vacation for department
- Coordinate weekly schedule for department
- Supervise direct care staff
- Supervise finances for adults with disabilities
- Supervise all aspects of direct care for adults with disabilities living in homes
- Coordinate participation of adults in Special Olympics with support staff
- Instructor for Adult Services Orientation Training for incoming staff
- Assist with training of staff in health care plans and person specific training
- Handle On Call on a rotational basis

**Community Specialist I, Tresco, Inc.**

June 6, 2011—November 2011 with all necessary training and certifications

**Caregiver for Mother with Alzheimer's disease**

June 2004—December 2010, Grace LaChapelle Estate, Wanda Tyrell, 505-515-1069

- Oversaw the 24 hour care of mother with Alzheimer's disease
- Managed and monitored medication and medical treatment
- Managed all personal and business affairs

**English as a Second Language Educator**

September 2008—May 2010, Sierra Vista Community Church, Las Cruces, NM:  
Gayla Ortega, Lead Educator, 575-526-9535

- Planned, organized and taught English lessons to adult students
- Maintained proper records and lesson plans for each lesson



## **Cheryl De Young Resume**

1720 Boston Dr., Las Cruces, NM 88001  
nmppl@yahoo.com 575-496-7879

### **Las Cruces Senior Citizens Corporation Board of Directors**

July 2005—2016, Las Cruces, NM: Irene Aguilar, LCSCC Past President, 575-644-2231 and Rhea Frace, LCSCC bookkeeper, 575-1729

- Oversee corporation operations including Thrift Store and Gift Shop
- Ordered and purchased supplies and inventory for corporation and stores
- Volunteer sales in Enchanted Expressions Gift Shop and Voyagers Travel Center

### **Dona Ana County Senior Olympics Board of Directors**

July 2002—2016, Las Cruces, NM

- Assisted in the office and record keeping and customer service
- Organized and led Shuffleboard, Talent and Dance Competitions
- Assisted in fund raising and advertising for events and activities
- Chaired committee to rewrite and update by-laws and policies

### **NMSU Housing Facility Manager**

January 2000—May 31, 2004, New Mexico State University, Las Cruces, NM

- Oversaw building maintenance and supplies
- Organized and planned displays for educational purposes
- Oversaw student hiring process and assisted in employee training

### **Student Support Services**

Fall 1995-Fall 1999, New Mexico State University, Las Cruces, NM

- Organized and set up individually based tutoring sessions for history & English as a second language
- Kept detailed documentation for each tutoring sessions
- Served as Tutor Lead Fall 1999 and led monthly staff meetings
- Received Tutor of the year Fall 1999

### **Associated Students of NMSU Graduate Senator**

January 1996—May 1999, New Mexico State University, Las Cruces, NM

- Served as Chairs for Community Service and Policy Committees 1997-1999
- Served as Senate Pro Temp 1999
- Served as representative to Associated Students of New Mexico state convention

**Further references will be given upon your request.**

# RONALD JAMES FITZHERBERT

1751 W Hadley Ave Trlr 158, Las Cruces, NM 88005 | 575-496-6271 | me@ronfitz.com

**04 September 2018**

The Honorable Ben Rawson, Chairman and Doña Ana County Commissioners  
Doña Ana County Commission  
845 N Motel Blvd  
Las Cruces, NM 88005

**Dear Chairman Rawson and Commissioners:**

Please accept this letter and the enclosed resume as my notice of interest in being considered for appointment by the Commission to fill the vacancy of Doña Ana County Clerk for the balance of the open term that ends 31 December 2020.

I understand that there is most likely a tendency to follow the most expedient path and appoint the Chief Deputy Clerk to fill the position, however, based on previous and possible recent issues within the office of the Clerk I feel compelled to make my offer to bring a new perspective and an outside view to the table.

I realize that the mid-term elections are less than nine weeks away, so I do support the quick action of the Commission in making this appointment, I do however implore you to not only consider the next two months, but the next two years in your decision.

I do have experience with elections as a candidate, having stood for election to the Las Cruces Board of Education in 2017 and more recently as a candidate for the US House of Representatives until my withdrawal from the race in January of this year. I think my previous publicly stated positions on election related matters are in-line with the mainstream views within the County. Although I am a registered Democrat, I can, and I do have the ability to act in fair and impartial manners as dictated by the laws of the County and the State of New Mexico.

As the nearing election is obviously a focus for the Clerk I wanted to start off relating to the election, I am however very cognizant that the role of the Clerk is much more than that of an election official.

I believe that my managerial and general business-related experience as evidenced in my resume would bring me well prepared to fulfill all of the duties of the office. As an addition to my professional experience I have extensive volunteer experience as an officer of nonprofit Corporations, including as Secretary. I do have experience with keeping records of meetings, signing orders, preserving important records and receiving documents from the public. I am also currently certified as a Notary Public in New Mexico and as a Voter Registration Agent and am familiar with those duties.

Although I have lived within the City limits of Las Cruces for the last three years I did reside outside of those limits for most of my first four years living in the County. I also did live for nearly seven years previously in very rural part of Grant County, I am very familiar as to what rural residents experience and can well support their needs through my experiences.

At this time, I am unsure if I will be available to attend the Commission Meeting on September 11<sup>th</sup> as requested in the press release of August 29<sup>th</sup>, so I will make the offer to answer for the record written questions that any Commissioner may desire to inquire of me prior to the 11<sup>th</sup>.

With respect,



Ronald James Fitzherbert

**Ronald J. Fitzherbert, CA**  
1751 W Hadley Ave Trlr 158  
Las Cruces, NM 88005  
C: +1 575-496-6271  
[me@ronfitz.com](mailto:me@ronfitz.com)  
<https://www.linkedin.com/in/ronfitz>

### **Executive Summary**

Multi-faceted experience with the operations and management of organizations; strengths include:

- Creating and implementing innovative programs, products and services.
- Working with constituent groups including boards, committees, volunteers, and external audiences.
- Building and retaining motivated staffs and creating excellent working environments.
- Overseeing and coordinating all aspects of budgeting and financial management.
- Leading departments and organizations through periods of transition and substantial growth.

### **Professional Highlights**

#### **2016-Present**

##### **Amador Health Center**

**Las Cruces, NM**

A Federally Qualified Health Clinic (FQHC) that provides medical and behavioral health services to indigent/homeless clients and other underserved populations in Dona Ana County, New Mexico.

##### **Risk Manager & Compliance Officer**

- Insure the clinic complies with all applicable local, State and Federal laws and regulations.
- Review policies and procedures that are related to risk mitigation as it applies to the patients, the staff and the organization.
- Work with Board of Directors and other department leaders on projects as needed.
- Manage the Electronic Health Record system and data reporting for the organization.
- Conduct enrollee surveys as authorized by the University of New Mexico Institutional Review Board.

#### **2015-2016**

##### **CNCS AmeriCorps @ La Casa, Inc.**

**Las Cruces, NM**

Comprehensive domestic violence support agency that provides sheltering and services to the Dona Ana County, New Mexico service area.

##### **AmeriCorps Member (Volunteer Coordinator and Development Assistant)**

- Aided the development director in the areas of donor management, fundraising and event planning, including working with donor management systems.
- Planned, created and managed content for social media platforms, print and other medium.
- Worked to identify funding resources from private donors, foundations and governmental entities.
- Developed updated volunteer management processes and work directly managing volunteers.

#### **2014-2017**

##### **Federal Emergency Management Agency (FEMA)**

**Washington, DC**

The US Federal Agency tasked with planning, preparation, response and recover for local, regional and National disasters.

##### **Mobile Communications Office Vehicle (MCOV) Operator - Reservist**

- Activated only in times of disaster this was an intermittent position with limited hours.
- Operate and drove specially outfitted vehicles that provided communications (voice and data capabilities) in disaster settings.
- Operated and maintained the voice and data systems utilizing satellite communications systems as needed.

**2004-2015**

**Bowlin Travel Centers**

**Albuquerque, NM**

Founded in 1912 and operating gas station/travel centers and quick service restaurants along major highways in New Mexico and Arizona.

**Retail Operations Manager**

- Successfully managed the P/L and operations of number of travel centers.
- Increased profitability at four under-performing locations by boosting sales and implementing cost controls.
- Managed all personnel, inventory, facilities and equipment at each assigned location.

**1997-2001**

**Trilogy**

**Austin, TX**

A software development and project management company which provided unique solutions for multiple vertical market segments.

**Manager of IT and Telecommunications**

- Grew the company's voice and data infrastructure systems from supporting 200 to over 1000 employees.
- Renegotiated and consolidated AT&T voice services contracts for a savings of \$2M over 5 years.
- Project Manager and infrastructure designer for the build-out of a new 120,000sqft office building.

**Education**

**2014-Present**

**Frederick Community College**

**Frederick, MD**

- A.S. Candidate, Emergency Management (expected graduation 06/2020)

**1981-1983**

**University of Rhode Island**

**Kingston, RI**

- Computer Science/Business Administration Program

**Certification**

**Credentialed Advocate (CA)**

- National Organization for Victims Assistance (NACP# N43-645-6599) thru May 30, 2019

**Board Experience**

**Organ Mountain Cooperative, d.b.a. Mountain View Market**

**Las Cruces, NM**

- Treasurer: 2017-Present

**Foundation for Las Cruces Museums**

**Las Cruces, NM**

- Vice President: 2017, Treasurer: 2018-Present

**West End Art Depot Cooperative**

**Las Cruces, NM**

- Board Member: 2015-2016

**Safe Haven Animal Sanctuary**

**Las Cruces, NM**

- Member/Secretary: 2014, Vice President: 2016, President: 2017

**Mensa International**

**Lincolnshire, England, U.K.**

- Internet Policy Committee: 2008-2010; Nominating Committee: 2014-2015

**Alliance for Community Media**

**Washington, DC**

- Board Member & Mid-Atlantic Chair: 1995

**Arlington Community Television**

**Arlington, VA**

- Board Member: 1992, Vice President: 1993, President: 1994-1997

## **Juan Antonio Fuentes**

200 Posey Road, Sunland Park, NM 88063  
Cell (575) 650-0889 – E-mail: jafuentes.nm@gmail.com

September 5, 2018

Honorable Dona Ana County Commission:

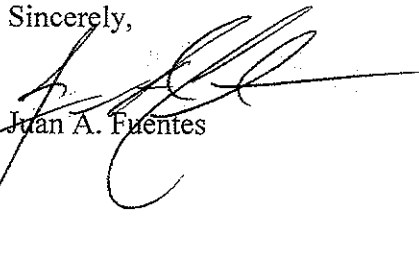
Please consider this as a letter of transmittal to my resume in consideration for the position of County Clerk. I have twenty years of New Mexico local government experience including serving as the City Manager for the City of Truth or Consequences. My experience in municipal management include elections, finance, human resources, resolutions/ordinance development, water/wastewater system, airport operations, state legislative testimony and lobbying, planning & zoning, financing of infrastructure projects, and grant/project administration.

I believe in managing staff with clear direction and empowerment, but ready and available to assist and offer guidance, expertise, and help when needed. It is through this approach that we have developed an effective team that has been successful in funding various infrastructure projects through United States Department of Agriculture (USDA), Water Trust Board (WTB), Local Transportation Arterial Plan (LTAP), State Legislative Appropriations, Community Development Block Grants (CDBG) and others. In the past five years, we have successfully completed multiple projects for the City of Truth or Consequences such as a 1.5 Megawatt Solar Farm, Law Enforcement/Animal Shelter Complex Phase 1, Airport Runway Resurfacing & Fuel Farm Projects, Solid Waste Collection Center, equipment replacement, water and wastewater planning studies, Phase 1 & 2A of the Waste Water Treatment Plant Renovation, City/School Recreation/Swimming Pool Study, Downtown Healing Water Plaza among others.

Finally, my knowledge and experience in municipal elections in New Mexico has given me the skill set to navigate and manage through tough transition periods. I have administered numerous municipal elections and familiar with both the state and municipal election codes. While I may not have direct experience in county elections, I do have a working knowledge and experience of the state statutes governing elections. Also, throughout my years of service, I have network with fellow officials who are County Clerks themselves and would have resources for assistance. Most important, I will be working with the County Clerk staff and use their expertise and skills to properly administer the upcoming elections.

Should I be selected for this position, I believe my professional experience and skill set has prepared for this position during this time of transition.

Sincerely,



Juan A. Fuentes



# JuanAntonio Fuentes

200 Posey Road, Sunland Park, NM 88063  
Cell (575) 650-0889 – E-mail: [jafuentes.nm@gmail.com](mailto:jafuentes.nm@gmail.com)

## PROFESSIONAL EXPERIENCE

**City Manager, City of Truth or Consequences, NM.**

**10/2011 to 8/2018**

The City of Truth or Consequences is located in Sierra County 70 miles north of the City of Las Cruces. It has a population of approximately 6,200 but as a tourist destination for its natural hot springs and neighboring Elephant Butte Lake, the population can increase significantly during peak season or holidays. Working as the City Manager for the small community has given me the skill set to do more with fewer resources and manage hands on when needed. Some of the duties and responsibilities in my position include:

- Responsible to the City Commission for the proper administration of all the affairs of the City and charged with the enforcement and carrying out of all ordinances, rules, and regulations passed or enacted by the City Commission.
- Responsible for the proper administration and reporting of the \$44M operating budget authorized by the City Commission.
- Assisted staff and legal counsel with drafting, implementing and enforcing municipal ordinances, resolutions and polices adopted by the City Commission.
- Made presentations to the City Commission, city boards, civic groups, funding agencies, state legislative committees and the public on various projects and/or initiatives.
- Met with department heads to discuss status of new and ongoing projects to assure they are within budget and on schedule.
- Coordinate funding and/or projects with state and federal agencies.
- Participated in state wide task force/organizations to address issues or advocate for policies and/or legislation affecting local governments.
- Assisted the City Commissioners with developing and/or implementing projects and/or programs to address needs in the community. Some of the accomplishments over the past five years include:

-Solid WasteCollectionCenter	-1.5 Megawatt Solar Farm
-WasteWaterTreatment Plan Phase1 &2A	-HealingWaterPlaza
-Airport RunwayImprovements	-Water&ElectricStudies
-Animal Shelter	-Landfill Closure
-LEDAFunding forSmall Business	-Equipment Replacement
- Airport Fuel Farm	- Swimming Pool Rehab

**AdministrativeServices/FinanceDirector, CityofTorC, NM**

**07/2010 to 10/2011**

- Department Head of the Administrative/Finance Department.
  - Duties and responsibilities include human resources, budgeting, accounting, information systems, grants/project administration, and procurement.
  - Oversaw the proper administration of the personnel policies and procedures.
  - Reported to the City Manager regarding city finances.
-

- When called upon, served as the Acting City Manager and oversaw the day to day operations of the city.
- Provided and presented financial reports to the City Commission and department heads for the city's operating budget.
- Assisted staff in obtaining funding for infrastructure projects and equipment.
- Assisted the City Clerk's in the administration of municipal elections.

**Town Clerk-Treasurer, Town of Mesilla, NM**

**05/2010 to 06/2010**

The Town of Mesilla is small community in Dona Ana County west of the City of Las Cruces. It has a population of approximately 1,900. The major industry in Mesilla is tourism. It is best known for their historic plaza, shopping and annual fiestas. Some of the duties and responsibilities included:

- Clerk-Treasurer and department head of the Administrative/Finance Department.
- Administration of elections, human resources, budgeting, grants administration, finances, animal control, fleet maintenance and public works.
- Drafted, implemented and enforced municipal ordinances, resolutions and policies adopted by the Town Trustees.
- Development of annual Infrastructure Capital Improvement Plan (ICIP).
- Grant writing for infrastructure projects, buildings and equipment. Worked with the Mayor and Trustees to finance Phase 1 and 2 of a New Town Hall building.
- Administered municipal elections for Mayor, Trustees and Judge.
- Prepared and provided annual reports for the annual audit conducted by an independent auditing firm.
- Reported to the Mayor and Trustees regarding town finances. Assisted the Mayor on the day to day administration of the town.
- Provided accurate and statistical reports to the Town Trustees and department heads for the town's \$10 million operating budget.

**Clerk-Treasurer, City of Sunland Park, NM**

**05/1996 to 05/2000**

The City of Sunland Park is a community in southern Dona Ana County, New Mexico and west of El Paso, Texas. Sunland Park is best known for the region's only Racetrack and Casino. During my tenure in Sunland Park, I served as the City Clerk-Treasurer and department head of the Administrative Services Department. Some of the duties and responsibilities included:

- Prepared the annual budget and quarterly reports for Mayor, Council and state officials.
- Grant writing and administration for municipal infrastructure projects.
- Coordinated the submission of the Infrastructure Capital Improvement Plan (ICIP).
- Administration of annual renewal of business registrations licenses.
- Official records custodian of municipal records, minutes, contracts and ordinances.
- Administration and oversight of municipal elections.
- Supervised human resources, recruitment and assisted departments with disciplinary action.
- As needed, assisted the Mayor in the day to day operations of the city.



**Education**

18 Credit Hrs.                      Masters of Public Administration  
New Mexico State University, Las Cruces, NM

08/1991 – 12/1995                Bachelors in Criminal Justice  
Minor in Government  
Minor in Law and Society  
New Mexico State University, Las Cruces, NM

05/1991                                Gadsden High School, Anthony, NM

**Professional Affiliations**

- President, New Mexico City Managers Association.
- Member of the New Mexico Rural Economic Development Council.
- President of Truth or Consequences Rotary Club.
- Past-President of the New Mexico Government Finance Officers Association.
- Member of the New Mexico Clerk’s and Finance Officers Association, 1996 -2011.
- Member of the International Institute of Municipal Clerks, 1999 -2010.
- Member of the New Mexico Public Procurement Association.
- Former Member of the New Mexico State Auditor’s Task Force on Rural Accountability.

**Professional References**

Steve Green	Mayor, City of Truth or Consequences	575-894-6673
Kathy Clerk	Commissions/Business Owner City of Truth or Consequences	575-740-0602
Renee Cantin	City Clerk, City of Truth or Consequences	575-894-6673
Aaron Sera	City Manager, City of Deming	575-494-5897
Bruce Swingle	County Manager, Socorro County	575-740-7105

Bealquin Bill Gomez

400 Dawson Rd.

La Mesa, NM. 88044

September 5, 2018

Dear Chairman Rawson and County Commissioners:

I would like to present my name in nomination for the position of Dona Ana Clerk. I feel that my past work experience provides me with an excellent background to carry out the duties needed to manage such an important office for the citizens of Dona Ana County.

My past work experience in the New Mexico Cooperative Extension Service where I developed handbooks for most of the county elected offices to include the office of County Clerk. I had to learn how to read and understand all the laws pertaining to each elected office and to learn all the duties and responsibilities of each office. I also served as prescient judge during several elections prior to being elected to the office of State Representative.

My work as a State Representative and as a State Specialist with the Cooperative Extension Service has provided me with excellent skills of dealing directly with the public. In my work at New Mexico State University I managed the Southern New Mexico Boll Weevil program where I had 27 employees and managed over a million dollar program that was very successful in eliminating a very bad agricultural pest from this valley.

I would greatly appreciate your consideration of my request to become the next Dona Ana County Clerk.

Sincerely,

A handwritten signature in cursive script that reads "Bealquin Bill Gomez". The signature is written in black ink and is positioned above the printed name.

Representative Bealquin Bill Gomez

## Resume Bealquin (Bill) Gomez

### Personal:

**Address:** 400 Dawson Rd.  
La Mesa, NM 88044

**Telephone:** Home (575) 233-3040  
Cell (575) 642-1379

### Education:

Bachelors and Masters Degree from NMSU Agriculture Economics and Agriculture Business graduating in 1980. Graduated from NMMI, with an Associate of Arts Degree in 1966. Graduated from Hagerman High School in 1964.

### Work Experience:

March 2003 to Present

Continued to work with several agricultural organizations and businesses as a consultant on issues important to these agricultural organizations. Member of the New Mexico Hay Association, New Mexico Vine and Wine Society, New Mexico Cotton Growers Association providing consulting services and assistance as needed to keep this organizations developing and growing. Currently working to establish an advisory committee for the New Mexico State University Viticulture Program and providing leadership to a project to develop a new law titled "A Right to Farm Law for New Mexico Farmers". Conducted a Wine Quality Evaluation for the New Mexico Wine Growers Association in 2008 and have assisted the New Mexico Department of Agriculture with their Hatch Chile promotion program in Texas these past two years. Work as a consultant to New Mexico Wineries, the largest winery in the state of New Mexico. Assisted with several political campaigns during this past election period.

September 2002 – March 2003:

Executive Director for the New Mexico Farm and Ranch Heritage Museum Foundation. Was able to increase membership by over 50% and served as a registered lobbyist for the Foundation and assisted several agricultural organizations with lobbying work during two New Mexico Legislative sessions. Obtained funding from the New Mexico Legislature for several projects for the New Mexico Farm and Ranch Museum.

November 1974 – 2002

Employed with the New Mexico State University Cooperative Extension Service as a state specialist having reached the rank of professor, teaching in the Hotel, Restaurant, and Tourism Management Program at NMSU. Worked at NMSU for over 28 years in the major areas of Agriculture Leadership Development, Agriculture Marketing, Local Government Education, Housing, and Community Facilities and Services. Provide educational and technical services to all County Extension Agents and agriculture commodity groups in the state. Conducted over 30 Strategic Planning and Conflict Resolution workshops both in New Mexico and other Western States.

### Prior Employment:

1973-1974 - Worked for the South Central New Mexico Economic Development District on small community planning, regional senior citizen planning, establishing senior citizen programs in Hagerman, Lovington, Ruidoso, Carrizozo, Alamogordo, and Artesia. Developed a utilities plan for the district. Conducted environmental assessments and finalized EDA proposals for the Roswell Airport, Roswell Oil

Field Center, a large airplane hanger for use as a bus manufacturing facility, and remodeling of several old buildings at the Roswell Industrial Air Center for use as manufacturing facilities.

1972-1973 – Worked as Chief Planner for the North Central New Mexico Economic Development District in Santa Fe. Developed all HUD planning elements for the district and ran the regional housing program.

1971-1972 – Worked for Elanco Products Company in agriculture marketing in Lubbock Texas, Fresno California, and Boise Idaho conducting sales and educational programs for Elanco.

### **Major Accomplishments:**

Established the Anthony Sanitation District and assisted with its first construction project.  
Assisted Truth or Consequences to build their water system, sewage system, and park facilities.  
Served as Board Chairman of Tierra Del Sol Housing Corporation when the Alto De Las Flores Self Help Housing Subdivision was constructed and over one hundred self help houses for farm workers were built.  
Developed a handbook for Housing Rehabilitation and helped establish programs in several cities across the state of New Mexico.  
Helped establish the New Mexico Food Producers and Processors Association, now named the Specialty Crop Association.  
Helped get a major Kellogg grant to establish the Rural Agricultural Improvement and Public Affairs Project for the New Mexico Cooperative Extension Service.  
Developed the New Mexico Finest video and marketing campaign promoting New Mexico's finest agricultural products.  
Named "El Jefe" by the New Mexico Business Journal for all my leadership work for Agriculture in New Mexico.  
Published over 30 County Officials Handbooks over 24 years including the County Commission Hand Book, County Treasurer Handbook, County Clerk Handbook, County Sheriff Handbook, County Assessor Handbook, and Pocket Reference to County Government.  
Awarded the Distinguished Service Award by the New Mexico Association of Counties for the help provided with their handbooks and their conferences.  
Interim Executive Director to include the establishment of the South Central New Mexico Cotton Boll Weevil Control District provided day-to-day management, and the hiring the percent staff.  
Board of Director member for the Western Pecan Growers Association, New Mexico Hay Association, New Mexico Cotton Growers Association, New Mexico Pecan Growers, New Mexico Vine and Wine Society, the New Mexico Wine Growers Association, Mesilla Valley Pest Management Association, and the Winery Association of New Mexico.  
Produced and managed over forty-five New Mexico Wine Festivals that provides funds to operate the New Mexico Wine Growers Association and the Bernalillo Main Street program in Bernalillo New Mexico.  
Provided leadership and technical assistance to the New Mexico grape and wine industry to help make it one of the strongest agricultural based industries in the state.  
Received a Distinguished Service Award from the New Mexico Vine and Wine Society.  
Presented numerous awards for service from many of the Agricultural Commodity groups in the state.  
Involved in the promotion and marketing of New Mexico Agriculture products to include chile, pecans, grapes, wine, and processed agricultural products.  
Helped develop a New Mexico Pecan bag and set up the promotion program for New Mexico Pecans.  
Assisted various agriculture industries in developing their processing facilities and developing marketing outlets.  
Assisted with the organization of the Chile Task Force.  
College of Agriculture and Home Economics lobbyist in Santa Fe for a year.  
Conducted numerous Strategic Planning projects in New Mexico, other states, and other countries.  
Conducted several fund raising activates to assist the Southern New Mexico State Fair, the College of Agriculture and Home Economics, New Mexico Wine Industry, and several other agricultural organizations.

Managed or provided assistance in starting the New Mexico Chile Conference, Western Pecan Conference, New Mexico Grape Conference, New Mexico Cotton Conference, and the New Mexico Hay Conference.

Served as Bard Member and officer of the Tourism Association of New Mexico

Member of the New Mexico Tourism Commission for the State of New Mexico.

Received the New Mexico State University College of Agriculture and Home Economics Distinguished Service Award in 1999.

Executive Director of the Diversified Crop Farmers Association for three years.

Currently serving my second term as State Representative for District 34.

Kelly O'Connell JD, MPP  
2280 Evening Star  
Las Cruces, NM 88011  
(575)496-6359  
info@kellyolaw.com

Dona Ana County Commission  
845 N Motel Blvd  
Las Cruces, New Mexico 88007  
Phone: (575) 647-720

September 5th, 2018

Dear Dona Ana County Commissioners,

Having been informed of this opening by Commission Chairman Ben Rawson, I humbly request consideration for the recently vacated Dona Ana County Clerk position.

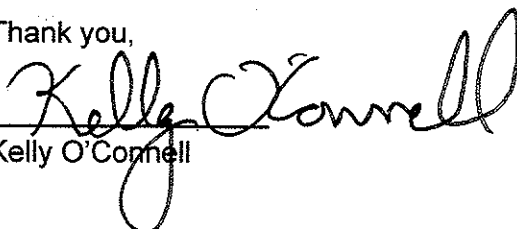
My resume is attached.

I believe I am more than qualified to be County Clerk for the following reasons:

1. Heading a solo law practice since 2008, I've managed business and many employees.
2. In addition to a law degree, I also have a Master's in Public Policy.
3. As a practicing lawyer, I understand New Mexico law.
4. Given a fast approaching election, it's important to already know the law.
5. I represented two voter law cases, winning both, working with the Clerk in the 2nd case.
6. I want to continue upgrading the DA County Clerk's office to better serve the people.
7. I'm easygoing and a team player who strives to be non-partisan and diplomatic.
8. If chosen I will immediately relocate to the DACC office to begin laboring.

I am very interested in this position and if appointed will be a dedicated civil servant.

Thank you,

  
Kelly O'Connell

## **Kelly O'Connell, JD, MPP**

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2280 Evening Star  
Las Cruces, NM 88011  
(575)496-6359  
info@kellyolaw.com

### **SUMMARY:**

My background has focused upon leadership, management, research, writing and debate.

### **WORK EXPERIENCE:**

***Self-Employed NM Attorney*** November 2008 – Present

*Advocacy*

Representing clients in behind the scenes advocacy, deal-making with other private and state attorneys, researching and drafting motions, courtroom hearings and trials. Criminal, family and civil law.

**Piano Player – Hotel Encanto** July 2018 – Present

Live Music every Thursday night.

**Radio Host: “AM Las Cruces” Show – Bravo Mic Radio** Sept. 2011 – Sept. 2017

Entertainment and information. Many local notables interviewed.

Ran early morning 2 hour radio show for 7 years. Designed and produced each daily show.

### **EDUCATION:**

**REGENT UNIVERSITY**, Virginia Beach, VA

Law and Government 2000

Juris Doctor

Master of Public Policy

**UNIVERSITY OF OREGON**, Eugene, Oregon

Bachelors in Arts 1990

Major: Philosophy

Minor Emphasis: Art History

### **REFERENCE:**

Available upon request

September 5, 2018

Doña Ana County Board of Commissioners  
845 N. Motel Blvd.  
Las Cruces, NM 88007

Dear Doña Ana County Commissioners:

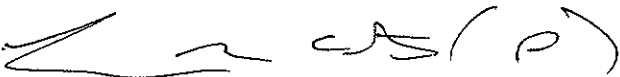
I would like to take this opportunity to declare my interest in serving the people of Doña Ana County by being considered to fill the Doña Ana County Clerk's position which will be made vacant by Scott Krahling's resignation, effective Friday, September 7, 2018.

My name is (Gina) Eugenia Montoya Ortega and I was born and raised in Doña Ana County. I have also lived in Doña Ana County my whole life, with the exception of approximately 5 years in which my husband's work required us to relocate due to his employment.

Currently I am co-owner of La Fiesta Bakery here in Las Cruces along with my husband, which we have now been doing for 12 years. Prior to La Fiesta Bakery I worked at Mesilla Valley Hospital and Memorial Medical Center, where I gained experience in Human Resources, which I believe would be a plus considering the issues that have plagued the County over the last several years. In the last three years I ran for two political positions here in Doña Ana County, one as Mayor of Las Cruces and the second as Doña Ana County Treasurer. I feel that what I learned while running for these two political positions has prepared me to fill in as Doña Ana County Clerk, as I understand the political side of the job.

My responsibilities have always included critical decision making to benefit the business and family. I feel confident that my background and work experience qualify me for the position. I am prepared to begin working with the fine staff ASAP in the County Clerk's Office, as they are the backbone of the office who need someone to work with them and continue to move the County Clerk's office forward to benefit all constituents of Doña Ana County.

Thank you for your careful consideration of my letter of interest.



(Gina) Eugenia Montoya Ortega



# **(Gina) Eugenia Montoya Ortega**

**(575) 312-3812**

**PO Box 1106, Las Cruces, NM 88004-1106**

**euortega00@comcast.net**

**Objective** Doña Ana County Clerk

**Experience** **March 2006 – Present**

La Fiesta Bakery

Co-owner

- Customer service, cake decorator, sales person, baking assistant , public relations, human resources, payroll, banking services, ordering supplies

**June 2006 – February 2011**

Mesilla Valley Hospital

HR Assistant/Business Office

- Process new hires, maintain files, finger printing new hires, answer phones/assist with questions, filing
- Billing for patients, maintain patient billing files

**March 2006 – June 2006**

Durham School Bus Services

School Bus Driver

- Drive children safely to and from school

**May 2002 – March 2006**

Memorial Medical Center

HR Assistant/Business Office

- Process new hires, maintain files, employee benefits, answer phones/assist with questions, filing
- Open/process business office mail, patient billing

**Education** **Doña Ana Community College – Las Cruces, NM – Associates Degree in Business Office Technology /Microcomputer bookkeeping**

May 2002

**Vista College – Las Cruces, NM – Certificate and License in Cosmetology**

June 2018

Vista College 4.0 Honors Graduate; Honor Society Member

**References Available upon request**

September 4, 2018

Dona Ana County  
Human Resources Department  
845 N. Motel Blvd.  
Las Cruces, NM 88007

To whom it may concern,

I am writing to express my interest in the position of Dona Ana County Clerk. I have over 30 years of professional service and experience which I believe makes me a viable candidate. This experience includes, but is not limited to: leadership, management, government, legislation, customer service, teamwork, supervision, project planning, budgeting, administration and technical trades.

Throughout my career I have earned numerous professional licenses, certifications, and designations necessary to qualify for or maintain the various positions I have held. In my current position of over 7 years as Chief Deputy Assessor for Dona Ana County I earned the following certifications: New Mexico Certified Appraiser through the New Mexico Taxation and Revenue Department's NM Property Tax Division; New Mexico Certified Public Assessment Officer and New Mexico Certified Public Official through the New Mexico Association of Counties, NMSU's Cooperative Extension Service and NM EDGE program. As Skilled Crafts Supervisor over 9 years at NMSU's Office of Facilities and Services I earned an Associate's Degree of Applied Science in Heating, Air Conditioning, and Refrigeration from New Mexico State University and a State of New Mexico Master Mechanical 98 (MM98) license. In the fifteen years prior to working at NMSU I earned a NM Journeyman Refrigeration and a NM Journeyman Gas Fitter license with certifications for Refrigerant Recycling, Transition, and Recovery. I have also earned a Certificate in HVAC&R from Dona Ana Community College. Additionally, I have received numerous continuing educational trainings in leadership, supervision, management, teamwork, HR, customer service, ethics, Technical Trades & Skills, OSHA, various projects, and safety during my careers at Dona Ana County, NMSU, NASA, and Environmental Systems Control. Other related experience is in the residential and commercial construction fields as well as automotive repair. I am a member of the legislative committee for the Assessor's affiliate of the New Mexico Association of Counties and a member of the International Association of Assessing Officers (IAAO) and the Advisory Committee for the DACC HVAC program. I was a member of the Advisory Council on Administrative Policy during my employment at New Mexico State University.

I have achieved and supported a number of key objectives at Dona Ana County and New Mexico State University. Some examples include:

- Provided Responsible Leadership, Management, Education, Budgeting, and Customer Service to the Assessor's Office staff and the residents of Dona Ana County
- Managed and completed a Residential Door to Door reappraisal project for Dona Ana County
- Managed an Exemption Review project for Dona Ana County
- Managed the procurement, scheduling, training, conversion, and implementation of the Dona Ana County Assessor's CAMA data system and web service.
- Ensured that State Statutory requirements of the Dona Ana County Assessor's office were achieved
- Worked on legislative improvements within the state of New Mexico

- Managed the HVAC/Mechanical shop within Budget every year
- Integration of the Heating Distribution & Steam shop into the Mechanical shop
- Initiated and managed the Building air filter replacement program contract
- Developed preventative maintenance program scheduling for the HVAC/Mechanical shop
- Balanced work loads of maintenance and reimbursable projects for budgeting
- Reduction of "on call" personnel to improve efficiency and cost savings
- Initiated weekly communication meetings for the HVAC/Mechanical shop as well as others
- Supported the implementation and upgrade of the AIM work control system for OFS
- Reduced the Building Automation Controls contract to improve efficiency and cost savings
- Earned the confidence and respect of my peers, staff, and Directors

In my role as HVAC Facilities Technician at the White Sands TDRSS sites I was responsible to the maintenance, repair, and operation of all the mechanical, electrical, continuous power, water, fire protection, power supply, and facilities equipment in support of their 24 hour operations. I trained new employees, was the lead on the rebuilding of the 100-ton chiller compressors and cross training of technicians, and provided availability for emergency response as needed.

As a Service Technician with Environmental Systems Control Inc. I was responsible for the water treatment installation, service, and repair for the company. I was also "on call" and handled emergency situations for our company which serviced the southern half of the state of New Mexico. Installation, repair and maintenance for all HVAC & Refrigeration equipment in residential, commercial, and light industrial applications was the scope of our company's services. As a Service Technician I worked independently and was responsible to troubleshooting, repairing, and the requisitioning of parts and material for any system that was dispatched to me. Customer satisfaction and professional conduct was an essential requirement of our business.

In summary, I believe I have a well-rounded experience base in all aspects of facilities operation, project management, and responsible decision-making while being committed to organizational success, customer service, and fiscal responsibility with professional and personal improvement. I possess strong leadership skills, with a proven history of respect, professionalism, communication skills, achievement, personal development, and on-going monitoring and improvement of the processes that keep an organization moving forward for sustained success.

I am confident that you will find my credentials to be in line with this position and look forward to an opportunity to discuss these in detail.

Respectfully,



Paul Ponce

**Paul F Ponce**  
**P.O. Box 1532**  
**Mesilla Park, New Mexico 88047**  
**(575) 642-4355**  
**paulfponce@gmail.com**

## **Education**

New Mexico State University Associate Degree of Applied Science in Heating, Air Conditioning and Refrigeration

## **Work History**

### **June 2011 – Present**

**Dona Ana County, Las Cruces, Chief Deputy Assessor**

#### **Responsibilities Performed:**

Direct, manage, supervise, and coordinate the programs and activities of the Dona Ana County Assessor's office; Management responsibility for all services and activities of the County Assessor's office and departments; Maintain the Community outreach program for the office; Provide responsible staff assistance to the Chief Appraiser/Appraisal staff; Prepare recommendations involving the appraisal of real and personal property for tax purposes; Direct the creation and maintenance of maps and property records; Oversee field investigations; Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; Maintain computerized assessment and mapping records and resources; Conduct a variety of organizational studies, investigations, and operational studies; Recommend modifications to programs, policies, and procedures; Prepare and present staff reports and other necessary correspondence; Ensure records are accurate and current for quality assurance; Participate in a variety of boards and commissions/committees; Stay abreast of new trends and innovations in the field; Customer service to the public and internal customers; Respond to and resolve difficult and sensitive public inquiries and concerns; Assist the public with property assessment questions and account services; Prepare, manage and maintain departmental budget; Responsible for knowing and abiding by all departmental and county policies and procedures; Carry out supervisory responsibilities in accordance with the County's policies and applicable laws; Interviewing and hiring employees; planning, assisting, and directing work; appraising performance; rewarding and disciplining employees; addressing concerns and resolving problems.

### **August 2001 – June 2011**

**New Mexico State University Office of Facilities and Services, Las Cruces, Supervisor Skilled Crafts**

#### **Responsibilities Performed:**

Provided leadership, direction, supervision, scheduling and management of the operation for the HVAC/Mechanical shop for the Office of Facilities and Services at NMSU; Hired, trained, supervised, and

motivated staff; Coordinated day to day operation of staff and contractors; Managed operating budget and all resources for the HVAC/Mechanical shop; Prioritized and coordinated projects and system shutdowns and start-ups; Supported and monitored the campus building control systems operations, repairs, and installations; Supported management and all shops within OFS; provided excellent customer service and relations; Performed administrative, supervisory, and evaluation of system performance of the chilled water production and steam distribution systems; Coordinated with campus customers, engineering and safety departments on system designs and implementations of projects, maintenance, service and repairs.

### **March 1992 – August 2001**

#### **Allied Signal Technical Services/L&M Technology, NASA-White Sands Complex, HVAC Facilities Technician**

##### **Responsibilities Performed:**

Serviced, maintained, repaired, and installed facilities mechanical, electrical, power generation, plumbing systems, and equipment at the White Sands Complex TDRSS sites 24hr/365 day per year operation; performed diagnostics of electrical, pneumatic, mechanical controls and equipment as required to maintain facility operational support responsibilities; Trained new employees; Data entry for the work control system and maintenance records; Inventoried and researched work projects, maintenance and operational materials, parts, and supplies; Researched and presented safety material topics to facility staff for safety meetings; Maintained a Department of Defense "Secret" security clearance as required for employment at the White Sands Complex TDRSS sites.

### **May 1987 – March 1992**

#### **Environmental Systems Control Inc., Las Cruces, HVAC Service Technician**

##### **Responsibilities Performed:**

Responsible for the service, maintenance, installation and repair of heating, air-conditioning, and refrigeration control systems and equipment; Diagnostics of domestic and commercial control systems.

Provided excellent customer service and public relations; Trained new employees; On the job training and supervision of work-study students; Assisted with job layouts, design and construction of HVAC systems and equipment; Maintained and managed inventory of parts and materials for assigned service vehicle; Daily journal entry of work project progress; Set up, maintenance, and repair of water treatment programs for cooling towers and closed-loop systems; Billing and collection of payment for service calls as required; Twenty-four hour on-call response requirements and responsibilities.

## **Professional Licenses**

State of New Mexico Master Mechanical 98 License #366277

State of New Mexico Journeyman Refrigeration License #JR06255

State of New Mexico Journeyman Gas-Fitter License #JG06235

## **Certifications**

Dona Ana Community College, New Mexico State University Certificate in Heating, Air Conditioning and Refrigeration

ASE Refrigerant Recovery & Recycling Certification #MVAC585376688

ACCA Refrigerant Transition and Recovery Certification #585376688

New Mexico Taxation and Revenue Department Property Tax Division Certified Appraiser

New Mexico Certified Public Official

New Mexico Certified Public Assessment Officer

State of New Mexico Notary Public

## **Awards & Recognition**

New Mexico State University Office of Facilities and Services Charles Strickland Award

Dona Ana County Assessor's Thank You for Outstanding and Dedicated Service

NEA's Read Across America Certificate of Appreciation

Dona Ana County Certificate of Appreciation 5yrs of Service

## **References available upon request**

## **Training**

New Mexico State University Service Leadership Institute Training

Dr. Covey/ Dr. Lee, Powerful Lessons in Leadership

George Wright's Teamwork-cooperation

APPA Supervisor's Tool Kit

Creative Services Group, The Successful Supervisor Workshop

City of Las Cruces Chamber of Commerce, Leadership Training Programs

Rockhurst University Continuing Education Inc., How to Be A Highly Successful Team Leader

New Mexico State University, Office of Facilities and Services, Main Campus Training for Labor Union Contract

NM OSHA 10 Hour Construction Industry Course

NM OSHA 10 Hour General Industry Course

Trane Compressor Rebuilding School

EXIDE UPS Basic Training Course

ZENITH Switch-gear Training

Fine Tuning Air Conditioning and Refrigeration Equipment

NTT Boiler Operator Course of Study

Hartford Steam Boiler Inspection & Insurance Co., Boiler Operation and Maintenance Training

Armstrong, Steam University

Siegler Reeves HVAC Service Seminars

Western Technical Institute Heating and Cooling Seminars

New Mexico State University Chilled Water Generation Symposium

Total Quality Management Training

ISO 9000 Certification Training

Work Place Awareness Training

ALBER Corp. Battery Maintenance, Testing and Monitoring Training

Vibration Analysis Training

The Columbia Institute, Uniform Standards of Professional Appraisal Practice

The Columbia Institute, Residential Sales Comparison-The Adjustment Process, No. 151

New Mexico Property Tax Division, New Assessor Training

Inspection of Public Records Act (IPRA) Training

CoreLogic Marshal & Swift, Commercial Cost Approach

CoreLogic Marshal & Swift, Residential Cost Approach

Dona Ana County Procurement and Contracts Training

International Association of Assessing Officers, Fundamentals of Real Property Appraisal 101

International Association of Assessing Officers, Income Approach to Value 102

International Association of Assessing Officers, Appraisal of Land 201

International Association of Assessing Officers, Fundamentals of Mass Appraisal 300

Dona Ana County Human Resources Policy and Procedures

Fair Labor Standards Act Trainings

Construction Seminars Journeyman Continuing Education UMC Code Part 1 Course #2014-162

Construction Seminars Journeyman Continuing Education UPC Code Part 1 Course #2014-164



Jacob "Jake" Johnson Portillo  
Senior Title Examiner  
4019 Bravia Dove Loop  
575-640-1552

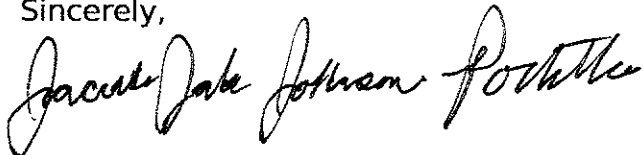
09/03/2018

To whom it may concern:

I am writing to you to express my interest in the position of Dona Ana County Clerk. With my 20 years of working in and out of the county clerk's office, I feel I have a great amount of experience with the office of the county clerk. I am very hands on, I have strong leadership skills and am a very extroverted person. I work thoroughly with Dona Ana county and am in good standing with many county officials. I have expressed interest in this position prior, when running for county clerk in 2000. I am highly interested in working with the county clerk office and would be a great asset to add to your department.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

A handwritten signature in black ink that reads "Jacob Jake Johnson Portillo". The signature is written in a cursive, flowing style.

Jacob Portillo

# Jacob "Jake" Johnson Portillo

575-640-1552 (Personal)

**Senior Title Examiner III**  
4019 Bravia Dove Loop Las Cruces, NM 88001  
505-231-3283 (Work)

## Profile

A dedicated professional with 18+ years' experience with the State of New Mexico

## Work Experience

### Senior Title Examiner III

State of New Mexico, Santa Fe, NM

2000 - Current

- Collect delinquent taxes from property owners owing three years or more
- Research real property, read maps and legal description to verify the correct property
- Knowledge of Triadic, Eagle and Tyler systems through the State of New Mexico
- Analyze specific details of a title, record keeping of information gather about titles, report research findings to legal professionals
- Used public records to research titles for various client reasons usually to establish status of ownership and chain of title
- Located and analyzed applicable instruments including deeds easements deeds of trust mortgages mineral reservations and tax assessments
- Reviewed addendums and reports to confirm accuracy for clients legal entities and support staff
- Investigated and verified title vesting and encumbrances
- Reviewed restrictions for reports on actions to clear titles

### Title Searcher/Title Examiner

Sierra Title of New Mexico, Las Cruces, NM

1999 - 2000

- Conduct title searches of real property
- Collect property taxes and water taxes prior to closing
- Research the database at the State of New Mexico District court for civil suits and divorces
- Research property in-house and at the Dona Ana Court court house

## Education

### High School Diploma

Mayfield High School, Las Cruces, NM

1980 - 1983

## Skills

- Communication
- Multitasking
- Prioritizing
- Organization
- Technical skills
- Analytical skills
- Experience abstracting land records and water rights files
- Experience researching real property, taxes and maps
- 34 years' experience conducting title searches
- Knowledge of Excel, Microsoft Word and Access

## Certifications

- Certificate of training (First American Title Company)
- Certificate of IAAO Course (Fundamentals of Real Property Appraisal)
- Certificate of IAAO Course (Principles and Techniques of CAD Mapping)

# Portillo to vie for clerk spot

Sun-News report

A title company searcher has announced that he is seeking the Democratic nomination for Doña Ana County clerk in the June primary election.



**Portillo**

Jacob "Jake" Johnson Portillo, a 36-year-old Las Cruces native, said his desire is to provide residents with a high level of service.

Portillo, who works for Sierra Title Company, said his job keeps him contact with the county assessor, clerk and treasurer offices on a daily basis.

Portillo is a 1982 Mayfield High School graduate and has more than 16 years' experience in the title company business.

He and wife Matilde have one daughter, Risher, who attends Central Elementary School.

Current County Clerk Rita Torres, also a Democrat, is prohibited by state law from seeking a third consecutive term.

Maria E. Rodriguez  
3223 Ridgeline Drive  
Las Cruces, NM 88005  
Cell (575) 644.2297  
[Rodz4life@zianet.com](mailto:Rodz4life@zianet.com)

September 5, 2018

Board of Doña Ana County Commissioners  
District 3 Chairman Benjamin L. Rawson  
District 1 Billy Garrett  
District 2 Ramon S. Gonzalez  
District 4 Isabella Solis  
District 5 Kim Hakes  
Doña Ana County Government Center  
845 N. Motel Blvd.  
Las Cruces, NM 88007

Re: Letter of Application for Appointment as Doña Ana County Clerk

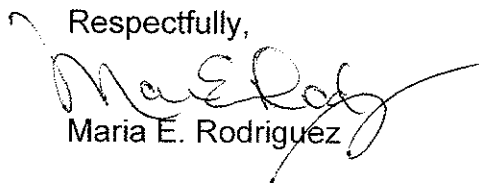
Esteemed Chairman and Commissioners:

Attached is my *Résumé/Vitae* for your perusal. I respectfully request your consideration for appointment as Doña Ana County Clerk. It would be a privilege to serve in this capacity. I have a commitment to this office, as I recently sought after in the 2016 general election.

My over 30 year's legal experience gives me the confidence I could immediately fulfill the four main duties as established in the New Mexico Constitution. This includes serving at the pleasure of the Board of Commissioners' responsibilities. Also, as the Chief election officer, I realize there is a lot of attention to the upcoming general election. I can assure you as a previous political candidate and knowledge acquired with the NM Secretary's Office, I have the tenacity to work hard in the 2018 General Election. All my experience has sharpened my abilities, skills and knowledge enhancing my attention to details and communication. My legal, professional and political exposure prepared me well to serve as your County Clerk and would be with the utmost professionalism, offering a strong work ethic to the residents of Doña Ana County.

I look forward to have an opportunity to answer any questions you may have. Thank you in advance for your utmost consideration.

Respectfully,

  
Maria E. Rodríguez

# Maria Elena Rodriguez

3223 Ridgeline Drive, Las Cruces, NM 88005

Cell 575.644.2297

Rodz4life@zianet.com

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## PROFILE

Seeking Appointment as Doña Ana County Clerk where my work ethic, knowledge, skills and abilities will be utilized in meeting the Clerk's Office short and long term goals.

## EXPERIENCE

### Advocate/Paralegal

January 2011- Present

- Advise persons/Prepare wills, probates, deeds, etc.

**Accomplishments:** Assist those in need and unable to afford legal fees.

### Advocate/Caregiver to Mother-in-Law (deceased 9/15), Father (deceased 5/17), Mother and Others

January 2011 – Present

- Assist with variety day-to-day activities
- Medical/General Power of Attorney
- Connect Caregivers with Persons Seeking private caregiving services

**Accomplishments:** Memorial Medical Center Nurse "Please don't ever stop advocating for elderly, you are most important person in their life."

### Home School Teacher

August 2016 - August 2017

- ABC Mouse; Workbook curriculums; Field Trips

**Accomplishments:** Assist parents in setting foundation of love, respect and honor of self/others.

### Office of the Secretary of State - *Special Projects Coordinator for Southern New Mexico*

July 2008 – December 2010

- non-partisan voter registration drives
- presentations regarding importance of "right to vote"
- clarify laws regarding voter registration qualifications
- attend General Election Presiding Judges poll worker trainings
- attend various functions representing Madam Secretary
- coordinate media/ attendees/guests of special events and emcee, i.e. New Mexico Blue Book presentation
- attend various in-office trainings
- assist counties on General Election Day 2008; prepare, compile and submit reports regarding observations of conduct and procedures not followed
- receive, resolve and/or route complaints generated from Southern NM area
- present an Educational Outreach power point throughout Southern New Mexico public schools regarding voter information and New Mexico history

**Accomplishments:** Madam Secretary stated she is confident I represent the office with utmost professionalism. I have had many successful public speaking events.

**Department of Workforce Solutions, Labor and Industrial Bureau, Wage and Hour –  
Administrative Law Judge/Private Detective and Investigator**

September 2006 – December 2007

- Enforcement-Administration of NM Minimum Wage Act and NM Public Works Minimum Wage Act
- Conduct investigations at work sites to include application of correct laws and statutes (to include Davis Bacon, classifications and prevailing wages laws) and preparation of investigative report and conduct hearings
- Review and audit payroll records; issue letters of violations; serve Subpoenas
- Maintained objectivity and impartiality while conducting administrative hearings; served as Hearing Officer while maintaining courtroom demeanor; render independent and legally binding decisions; order payment of wages; applied applicable standards of proof and evidentiary standards; issue Findings of Fact and Conclusions of Law
- Mediate resolution of cases; interview witnesses
- Draft and file necessary legal documents in Magistrate Court, i.e. civil complaints; writs of execution/garnishment; order default judgments; final order summary judgment; motions to dismiss, show cause, release of garnishment and continuance; affidavits; Motion to Reconsider; Notice of Appeal
- Research, analyze and recommend corrections in case management issues (recommendations applied)
- Audit, research and when necessary correct case files
- appear in Magistrate Court as prosecutor representing Department of Workforce Solutions (claimant) presenting evidence and cross-examination of witnesses; prepare expert testimony
- prepare appeal and refer to District Attorney's Office/Attorney General's Office
- present relevant labor laws at seminars or workshops as requested, i.e. public entities, unions, contractors

**Accomplishments:** Highest collection of wages by ALJ throughout the state; high success rate in presenting cases in Magistrate Court.

**Doña Ana County Magistrate Court – Magistrate Judge**

August 2004 - December 2004

- conduct traffic violations and misdemeanor arraignments, motion and bond hearings, trials and sentence hearings
- review and sign search/arrest/bench warrants
- conduct felony arraignments/bond hearings
- conduct hearings/trial on civil matters
- perform wedding ceremonies during and after hours

**Accomplishments:** I required minimal training and was able to "hit the ground running." My mentor/Supervisor Judge Caleb Chandler was impressed with my legal experience, insight and fair judgments; was esteemed as an experienced, fair and impartial jurist.

**Lloyd O. Bates Law Firm - Paralegal**

May 2003 - August 2004

- Divorce, Child Custody, Personal Injury and Wills

**Accomplishments:** My knowledge, skills and abilities minimized attorney directives. I was able to prepare legal documents from notes and maintained professional rapport with clients

**United States District Court, US Magistrate Joe H. Galvan - *Judicial Assistant / Courtroom Deputy***

June 1999 - April 2003

- Receive, screen and refer phone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations
- maintain calendars, i.e. personal, business and court
- Screen incoming mail; handle routine matters; reply to mail not requiring Judge's attention
- route matters requiring action by other staff member to ensure timely completion
- case management and filing
- arrange travel itineraries
- maintain inventory of office supplies
- prepare various reports
- open court
- attendance of and record minutes of court hearings and conferences
- responsible for maintaining in-office library
- volunteered to maintain/update Visiting Judge's Chambers Third Floor Library

**Accomplishments:** Judge solicited my employment; I was a successful "first impression" a real "cracker jack"

**Drug Enforcement Administration – *Admin. Assistant* H.I.D.T.A. contractor through City of Tatum**

March 1999 - June 1999 (contract position)

- assigned to Resident Agent in Charge
- preparation and processing of travel vouchers for all agents
- maintain and review logs for various fiscal accounts

**Accomplishments:** Worked well with large staff of approximately 30, to include agents and support staff

**United States Attorney's Office H.I.D.T.A. contractor through City of Las Cruces - *Legal Assistant***

April 1996 - September 1998 (contract position)

- assigned to three/four AUSAs
- prepare variety of legal documents and correspondence
- maintain calendars
- schedule conferences, interviews and appointments
- assist in court preparation
- receive visitors
- screen incoming mail directed to assigned AUSAs and prepare necessary responses

**Accomplishments:** Maintained high level of work ethics with all attorneys assigned to and was occasionally assigned to Albuquerque office temporarily to help catch up caseload due to my knowledge, skills and abilities.

**Federal Public Defender - *Legal Assistant***

June 1995 - March 1996

- assigned to two/three AFPDs
- prepare variety of legal documents and correspondence
- maintain calendars, schedule conferences, interviews and appointments
- assist in court preparation
- organize case files
- scheduling/preparing witnesses
- greet clients and general public; provide necessary information

**Accomplishments:** Maintained high level of work ethics with all attorneys assigned

**United States District Court, US Magistrate Leslie C. Smith – *Judicial Assistant***

April 1995 - June 1995 (Temporary Position)

- Receive, screen and refer phone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations
- maintain calendars, i.e. personal, business and court
- Screen incoming mail; handle routine matters; reply to mail not requiring Judge's attention
- route matters requiring action by other staff member to ensure timely completion
- case management and filing
- arrange travel itineraries
- maintain inventory of office supplies
- prepare various reports

**Accomplishments:** Judge solicited my employment. He was impressed with my skills and abilities. Also stated his regrets opting for two law clerks; and he observed I treated all persons with the utmost respect from the custodial staff to the Chief Judge.

**Jake R. Evans & Associates – *Legal Assistant/Office Manager***

May 1976 - August 1994

- supervise receptionist/secretarial personnel, assign duties and approve time
- develop performance plans, appraisals, recommend bonus
- bookkeeping, consisting of billing, payroll, deposits; preparing gross receipts reports, quarterly and annual federal reports
- maintain inventory and order office supplies
- update law library
- assign new cases to attorneys
- prepare court pleadings, contracts, corporate papers, wills, trusts and probate and other legal documents
- prepare and respond to interrogatories, requests for production and admissions
- compile medical information regarding personal injury claims
- transcribe grand jury/preliminary hearing tapes, statements
- Collect bad debts to include call, prepare correspondence and legal documents for Magistrate/District Court.
- Also maintain all records of other businesses (townhouse and coffee house) affiliated with Jake R. Evans & Associates, PA

**Accomplishments:** *Acquired a wealth of experience; attended various seminars and conferences and mastered working under high stress levels.*

**EDUCATION**

N.A.H.O. (National Association of Hearing Officers)	Completed	11/07
Doña Ana Community College/NMSU	Attended	Several Semesters
Various certificates of completion/ Seminars of continuing legal education	NM, TX, AZ & UT	Throughout career
Mayfield High School	Graduated	1976

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Merrie Lee Soules  
6760 Bright View Rd.  
Las Cruces, NM 88007

September 5, 2018

Doña Ana County Board of Commissioners  
c/o Doña Ana County Human Resources Department  
845 N. Motel Blvd  
Las Cruces, NM 88005

To The Doña Ana County Board of Commissioners;

I respectfully ask that you consider me, Merrie Lee Soules, for the position of Doña Ana County Clerk.

I am well aware that your most immediate consideration for this position must be relative to the successful conduct of the upcoming general election in November. I am eager to go to work to assure that the election is conducted with integrity, transparency, and efficiency. My background and experience will add to, and complement, the capability and capacity of the existing staff of the Office of the County Clerk. I have read, and am familiar with, the *Constitution of the State of New Mexico*; with many of the statutes regarding elections and applicable to the role of the County Clerk; with the *Election Handbook of the State of New Mexico*; and with *The New Mexico County Clerk Handbook* produced by The NM EDGE County College. I am skilled at bringing people together to achieve results. I would reach out to the community and bring people in with experience in elections to contribute to assuring the November election is successful. I would rely on the Election Advisory Council already in place.

In addition to assuring the success of the November general election, and all other elections, I look forward to continuing the work of past county clerks in creating a voting culture in Doña Ana County where everyone votes in every election. Excellent service, professional development, community partnerships, and impeccable filing and recording would be cornerstones of my tenure as county clerk, should I be appointed. I have extensive management experience and I am well known and well connected throughout Doña Ana County. I have proven that I can deal with complex issues, lead people, formulate and execute strategy, and deliver results. Most important, I look forward to going to work for the people of this community. It would be an honor to serve as the Doña Ana County Clerk.

I ask for your careful consideration of me as a candidate for this position. As you consider your options, please know that I am committed to doing this job to the best of my ability, with integrity and enthusiasm, for the benefit of all the people of Doña Ana County, according to the laws and regulations of the State of New Mexico and Doña Ana County, without favoritism, prejudice, or fraud.

Sincerely,



Merrie Lee Soules

# Merrie Lee Soules

6760 Bright View Road  
Las Cruces, New Mexico 88007  
Cell: 575/635-2225  
Email: [mlsoules@hotmail.com](mailto:mlsoules@hotmail.com)  
September, 2018

## Career Summary

Retired executive with extensive general management experience. Community servant with organizational and networking experience. Proven capabilities to deal with complex issues, lead people, formulate and execute strategy, and deliver results.

## Community Service

### NEW MEXICO PUBLIC REGULATION COMMISSION

#### *Citizen Intervener*

2015- Now

Filed and participated as a party in various cases that El Paso Electric has brought before the New Mexico Public Regulation Commission

### NEW MEXICO LEGISLATURE

#### *Analyst, New Mexico House of Representatives*

2015, 2017, 2018

Served the New Mexico House of Representatives as an analyst responsible for creating synopses of proposed legislation and appropriate analyses to inform legislators during the 2015, 2017, and 2018 legislative sessions

### DONA ANA COUNTY

#### *Chair, Labor Management Relations Board*

2014-2015

The Doña Ana County Labor Management Relations Board (the local board) assumes the duties of the state's public employee labor relations board in matters involving Doña Ana County management and Doña Ana County employees represented by a collective bargaining unit. The local board has the authority to designate appropriate bargaining units, determine exclusive bargaining unit representation, and hear prohibited practice complaints.

### LAS CRUCES PUBLIC SCHOOLS

#### *Chair, Las Cruces Public Schools Redistricting Advisory Committee 2011*

The committee was charged with recommending new assignment boundaries to accommodate 4 comprehensive high schools instead of 3, balancing attendance, soliciting community input, and satisfying criteria established by the Board of Education. The committee's recommendations to the Board were accepted in their entirety.

***Chair, Las Cruces Public Schools Redistricting Advisory Committee 2010***

The committee was asked to balance attendance amongst the various schools with the addition of a new elementary school and new middle school, considering community input and criteria established by the Board of Education. The committee's recommendations to the Board were accepted in their entirety.

**NEW HORIZONS SYMPHONY AT NEW MEXICO STATE UNIVERSITY, INC.**

The symphony is a community volunteer orchestra which meets weekly to rehearse. The symphony typically performs 3 concerts each year.

***President*** **2014 - 2015**

***Principal Bassoon*** **2007 - 2015**

## **Professional Experience**

**TRAX INTERNATIONAL/NEWTEC, WSMR, New Mexico** **2009 - 2014**

Sub-contractor providing engineering and operations support services for White Sands Missile Range.

***Quality Manager*** **2013 - 2014**

Responsible for creating and implementing the company-wide Quality Plan

***General Engineer*** **2009 - 2013**

Responsible for problem solving and trouble shooting in support of the NewTec VP of Operations. Completed successful projects related to inventory, project management, and safety. Member of the management negotiation team for Union contract negotiations. Earned a Lean Six Sigma Black Belt which included successful completion of a project worth over \$800k in savings to the company.

**ATAMIR-WSMR, WSMR, New Mexico** **2007 - 2009**

Sub-contractor providing various support services for White Sands Missile Range.

***Task Manager*** **2007 - 2009**

Responsible for delivering Instructor Led Training in project management and cost estimating. Created the training and the classroom materials.

**DELPHI CORP., PACKARD ELECTRIC DIVISION, Warren, Ohio** **1999 - 2007**

Formerly part of General Motors, Delphi is the leading supplier of automotive systems and components worldwide. The Packard Electric Division is a global supplier of electrical and electronic distribution systems and electrical connection systems.

***Purchasing Director*** **2004 – 2007**

Developed and implemented new corporate process within Supply Management function to achieve flawless launch

***Global Pricing Director*** **2003 – 2004**

Responsible for strategy and product pricing for \$1.2 billion business. Key member of leadership team that moved Delphi Connection Systems from #4 to #3 within the electrical connector industry.

***Director, Product Planning*** **2001 – 2003**

Responsible for portfolio expansion and product management within Delphi Connection Systems. Core team member in establishing Delphi Connection Systems within the connection systems industry in 2003.

**GENERAL MOTORS, PACKARD ELECTRIC DIVISION, Warren, Ohio** **1977 - 1999*****Product Line Manager*** **1997 – 2001**

Responsible for global strategy to develop 8 key product lines into growth businesses. Moved connection systems business from #4 rank within the industry to #3 in 2004.

***Chief Engineer and Program Manager*** **1994 – 1997**

Responsible for engineering and implementation of Bussed Electrical Center product line, including product technology, process technology, manufacturing systems engineering, and manufacturing coordination among sites distributed globally. Financial responsibility was by P&L and ROI and managing within capital budget and annual expense budget.

***Chief Engineer*** **1991 – 1993**

Responsible for component technology evolution including product design and development, tool design, and process design and development. Also responsible for strategic planning process and annual business plan development for component business unit.

***Reliability and Quality Assurance Manager*** **1986 – 1991**

Responsible for divisional quality policy, performance analysis and customer interface including specifications and procedures, warranty analysis, and problem resolution.

***Manufacturing Superintendent*** **1985 – 1986**

Operated 24 hour manufacturing plant producing cut leads and sub assemblies for further manufacture at other locations. Employed approximately 600 hourly personnel and 30 salaried personnel.

<i>Reliability Superintendent</i>	1984 – 1985
<i>Quality Control Superintendent</i>	1983 – 1984
<i>General Motors Fellow, Harvard Business School</i>	1981 – 1983
<i>Engineering Supervisor</i>	1981
<i>Customer Satisfaction Engineer</i>	1980 – 1981
<i>Manufacturing Supervisor</i>	1979 – 1980
<i>Project Engineer</i>	1977 – 1979

### **Education**

Harvard Business School, Harvard University, Boston, Massachusetts  
MBA, 1983 Graduated with Second Year Honors

Fenn College of Engineering, Cleveland State University, Cleveland, Ohio  
Bachelor of Electrical Engineering, 1977 President’s Award as Outstanding Senior

New Mexico State University, Center for Public Utilities  
The Basics – Practical Regulatory Training for the Electric Industry, October, 2013

Air Academy Associates  
Lean Six Sigma Black Belt, September, 2013

### **Political Experience**

Democratic Candidate for Congress, New Mexico CD2	2016
Member at Large, New Mexico Federation of Democratic Women	2016
Member at Large, Dona Ana County Federation of Democratic Women	2015
Candidate for New Mexico Public Regulation Commission, District 5	2014
Graduate of Emerge New Mexico	2013

### **Recognition**

**2012 New Mexico School Board Association/Las Cruces Public Schools Excellence in Student Achievement Award** May, 2012  
Received for the work and accomplishments of the Redistricting Advisory Committees