

Ricardo B. Hinojosa
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Professional Experience

Community College, Laredo, Texas

Executive Director - July 2002- Present

- Analyze internal processes, recommend and implement procedural or policy changes to improve operations for efficiency and effectiveness for a federal program.
- Direct and coordinate the supportive services of a career and technical program.
- Hire and terminate clerical and administrative personnel as part of Interview and Hiring team.
- Prepare Federal Applications, plan, administer, and control budget for a federal program.
- Grant search, preparation, and writing.
- Presentation skills to community, students, educational personnel, and administrative audiences.
- Analyze, prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Coordination and facilitation of training activities.
- Thirteen years supervisory experience.

Department of Health and Human Services, Laredo, Texas

Case Worker - August 2000- May 2002

- Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, determine what services are required to meet their needs.
- Provide, find, or arrange for support services, such as child care, homemaker service, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent more serious problems from developing.
- Recommend temporary foster care and advise foster or adoptive parents.
- Conduct social research.
- Address legal issues, such as child abuse and discipline, assisting with hearings and providing testimony to inform custody arrangements.
- Determine clients' eligibility for financial assistance.
- Maintain case history records and prepare reports for court proceedings and appearances.
- Arrange for medical, psychiatric, and other tests that may disclose causes of difficulties and indicate remedial measures.
- Evaluate personal characteristics and home conditions of foster home or adoption applicants.
- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.

Community Action Agency/ECI Program, Laredo, Texas

Case Worker - June 1999- June 2000

- Counsel parents with child disabilities, interviewing the family to determine whether further action is required.
- Conduct social research.

Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.

Determine clients' eligibility for financial assistance.

Counsel, educate, and train families regarding issues including mental health, poverty, unemployment, rehabilitation, social adjustment, child care, or medical care.

Maintain case history records and prepare reports.

Refer clients to community resources for services such as job placement, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.

Provide, find, or arrange for support services, such as child care, homemaker service, or prenatal care, to prevent more serious problems from developing.

Arrange for medical, psychiatric, and other tests that may disclose causes of difficulties and indicate remedial measures.

Corpus-Portland Independent School District, Portland, Texas
Teacher, Physics, Integrated Physics and Chemistry - January 1998- May 1999

- Compile, administer, and grade examinations, or assign this work to others.
- Select and obtain materials and supplies such as textbooks.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- Participate in campus and community events.
- Maintain student attendance records, grades, and other required records.
- Supervise 200 plus students' progress, learning achievements, goals, and successes.
- Evaluate and grade students' class work, assignments, and papers.
- Initiate, facilitate, and moderate classroom discussions.
- Advise students on academic and vocational curricula and on career issues.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.

Education

B. Ray High School, Corpus Christi, Texas
High School Diploma, May 1977

Texas A&M University Corpus Christi, Corpus Christi, Texas
Bachelors of Science Biology/Minor Education, December 1997

Additional Skills

- Proficient in Microsoft Excel, Word, PowerPoint.
- Conflict and Resolution skills.
- Flexible and adaptive nature.
- Planning, coordinating, facilitating, and organizational skills.
- Able to type forty words a minute.
- Good knowledge of office and administrative etiquette.
- Bi-Lingual Spanish/English, speaking, reading, and writing.
- Experienced in budget management, development, and implementation.
- Good analytical and consequential skills.
- Excellent communication skills at all levels and abilities.
- Excellent research skills.
- Warehouse manager and inventory control.

LETTER OF TRANSMITTAL:
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It is my understanding that the Executive Director for the Community Action Agency of Webb County is responsible for the agency's deliverables of its programs. There is the Comprehensive Energy Assistance Program, the Community Services Block Grant, the El Aguila Rural Transit System, the Elderly Nutrition Program, and the Meals on Wheels Program which targets low-income residents of Webb County. Administratively, the Executive Director assures that these programs function at their best potential by managing budgets, personnel, services, community collaborations, and accountability for the success of these Programs.

For all the above mentioned Programs, there will be reporting and presenting of progress for accountability purposes. Budgeting, record keeping, case management, personnel management, collaboration skills, and projection skills will be a major component for Webb County's Community Action Agency's Executive Director. I'm sure at times there will be public presentation and reporting on the Programs' progress. The responsibility of the Executive Director will be in full communication with the Programs' Supervisors to ensure effective and efficient delivery of their Programs' goals, objectives, and expenditures.

I understand the Executive Director is accountable to the Webb County Commissioner's Court for the Agency's reporting on status, successes, shortfalls, initiatives, evaluations, and projections of its Programs. Directives from the Webb County Commissioner's Court will be implemented by the Executive Director.

PLANNED APPROACH:

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My goals and objectives as the Executive Director for Community Action Agency of Webb County would begin programmatically. The first priority would be to identify the status of each Program and determine whether deliverables are being met, and if not, begin a strategy to bring the Program up to compliance. Secondly, a meeting with each Supervisor for each Program to discuss deliverable status, personnel, and budget expenditures. This would also assist in acquainting with Program personnel. During each of these meetings, a strategic plan in place will be discussed, and if none exists, the development of one will be initiated. Once all meetings have occurred, an overall assessment will be made by the Executive Director and discussed with Program Supervisors for feedback or improvements.

Simultaneously and as Executive Director for Community Action Agency of Webb County, I will be oriented with the local, state, and federal guidelines and protocols for full compliance and delivery of Programs. I will make sure personnel will understand such guidelines and protocols for their respective Program and departmental duties. Professional development on these issues and Program enhancement will be encouraged and implemented as needed or required.

Community collaborations will be essential for effective delivery of Community Action Agency's Programs. Enhancing or increasing closer relationships with the Food Bank, Education, State, or Federal Agencies will be a focus for community awareness. Strengthening of partnerships through combined events, grant writing, fund raising, and activities as such benefits citizens within the community.

As executive Director, management of budgets is essential. A compilation of Supervisor budget reports will be made to analyze current expenditures and projects for upcoming Agency budget demands. The budget determines effective and efficient Program delivery within the Community Action Agency. Effective precise reporting, communication, and collaboration is vital in budget planning and processing.

Approachability, listening, and presence will be important as Executive Director for Community Action Agency of Webb County. Personnel morale is key to successful management. If personnel feels important enough they will excel in performance and provide excellent customer service as they implement their Program. At all levels, personnel should receive at minimum one-hour of professional development per month which should aid in creating a positive employee morale or working environment.

SCOPE OF SERVICE:

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Some of the qualifications I feel would be relevant to the position of Webb County Community Action Agency Executive Director includes my ability to utilize available resources, thirteen years of Supervision experience in Program, personnel, and budget management, coordination of projects, facilitation of projects, simultaneously implementing projects, presentation skills, computer skills, grant writing, report writing, local, state, and federal collaborations, connection with community, educational resources, analytical skills, familiarity with community resources, being bilingual, excellent written and oral communication, professionalism, approachability, listening skills, and planning.

Utilizing available resources will orient the Executive Director on the implementation of Programs in a timely manner. Literature such as official set of guidelines or protocols, personnel, and existing documentation are valuable orientation components for the Executive Director.

Supervision experience is essential for the Executive Director to effectively implement goals and objectives of an agency or Program. I have at least eighty hours of supervisory professional development through seminars, workshops, and retreats as a supervisor. I've recently acquired an Innovation Award under my current position. I feel having a holistic supervision style is best which considers all levels of employees regarding their work environment, home life, performance, respect, professionalism, and ability for prompt conflict resolution.

Management of Program, personnel, and budget are qualities I have that are required as Executive Director. Communication in all forms is vital for effective and efficient implementation of a Program/s. Personnel management is important to maintain a positive and motivational morale. It must be made clear that every employee is important regardless of duty. Budget management is crucial for any Program. On a daily basis, a Program's budget must be addressed. Future budget projection aids in more effective expenditures for an effective and efficient delivery of a Program/s.

My ability to implement, coordinate, and facilitate multiple projects will be an asset to the Executive Director position. Proper and appropriate delegation of duties is important as Program/s goals and objectives are being delivered. Communication and status reporting are important as well.

I have excellent presentation skills as I have presented to small and large audiences in my current employ. This is a major objective of my current position. I have presented in both English and Spanish.

I have excellent computer skills as I type at least forty words per minute and work with software such as Excel, PowerPoint, and Word.

I have experience in grant writing at the federal level as I had to annually apply for federal grants. I wrote a grant which granted our institution a Mobile Go Center. I've written compliance reports to state and federal agencies.

I've collaborated with local, state, and federal legislative bodies regarding Program implementation and support from such entities. I've provided them with compliance and success reports for support funding and for legislative support voting on proposed bills.

I have a connection with the community with my current and past employs. I've coordinated with various community entities for participation in annual Program project implementations. I've also referred citizens within our community to community resources for assistance with quality of life.

My educational resources are an asset to the Executive Director position as I have numerous contacts within the Secondary and Post-Secondary educational entities. I also have extensive knowledge of Workforce Programs at our local college which is important to the low income population within our community.

I have analytical skills beneficial for the Executive Director position. These skills lie within Program, personnel, budget, and projection outcomes.

I am familiar with community resources such as educational resources, TANIF, Head Start Program, Workforce Center, Adult, Child, and Family Protective Services, Health Department, and Gateway Clinic just to name a few. These community resources are essential for the citizens in our community.

Being bilingual, I feel is very important to the position of Executive Director due to the Spanish proficient language spoken along the U.S. and Mexican border. I'm able to speak fluent Spanish, and read and write at average or slightly above average level.

My professionalism encompasses excellent written and oral skills which conveys good communication skills. I have good etiquette in a professional working environment as everyone is treated with respect. I am approachable on any level with any topic. Listening is a skill that I have which has helped me in my successes. Planning and logistics in implementing a Program/s are part of my qualifications of which I've been doing for the past thirteen years.

For these qualities afore mentioned, I feel I would be a qualified candidate for the Webb County Community Action Agency Executive Director.

Application For Employment

COUNTY OF WEBB

NAME: Ricardo B. Hinojosa POSITION: Executive Director of C.A.A. DATE: 06/17/2015

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For <u>Executive Director of C.A.A.</u>	Date of Application <u>06/17/2015</u>
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Walk-In	<input checked="" type="checkbox"/> Other <u>T.V. News</u>

Last Name <u>Hinojosa</u>	First Name <u>Ricardo</u>	Middle Name <u>Barrera</u>
Address Number <u>1909</u>	Street <u>Stonefield LN.</u>	City <u>Laredo</u>
State <u>TX</u>	Zip Code <u>78045</u>	
Telephone Number(s) <u>956.740.0115</u>	Social Security Number <u>459 27 0548</u>	

If you are under 18 years of age, can you provide required proof of your eligibility? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? 07/01/2015

Are you available to work: Full-Time Part-Time Shift Work Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No

Conviction will no necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Elementary School				High School				Undergraduate College/University				Graduate/Professional				
School Name and Location	Baker Middle School 3445 Abcan St. Corpus Christi, TX 78411				W.B. Ray High School 1002 Texan Trail Corpus Christi, TX 78411				Texas A&M Corpus Christi 6300 Ocean Dr. Corpus Christi, TX 78412								
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma Degree	General studies				Diploma				Bachelor of Science								
Describe Course of Study	General studies				Core Transfer				Sciences/Education								
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received	National Dean's List.																
State any additional information you feel may be helpful to us in considering your application	Beach clean-ups, elementary & middle school tutor/mentor.																

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK	Spanish		
READ		Spanish	
WRITE		Spanish	

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Professional development seminars/training in management, collaborations, community partnerships, grant writing, economic development, conflict resolution, time management, personnel evaluation, supervision, budgeting, project implementation, project evaluation, and legislative communication.

Describe any job-related training received in the United States military.

N/A.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
1. Laredo Community College Address: West End Washington, Laredo, TX. 78040 Telephone Number(s): 956-794-4002	07/2002	06/2015	Administrative/Management Supervise staff. Program implementation, Annual project deliverance, Federal grant writing + reporting, Community outreach + presentations, Evaluation + Analysis, Program projections, Budgeting.
Job Title: Executive Director STIPA Supervisor: Dr. Federico Solis, Jr.	Hourly Rate/Salary Starting: 16.83/hr.	Hourly Rate/Salary Final: 29.81/hr.	
Reason for leaving: Lack of Program Funding			
2. Texas Department of Family + Protective Services Address: 1500 N. Arkansas St., Laredo, TX. 78043 Telephone Number(s): 956-728-7383	05/2000	06/2002	Case management, Community resource referral, Court report writing + appearance, investigation, assessment of home + family, provide assistance to family.
Job Title: Conservatorship Supervisor: Mario DeLa Rosa	Hourly Rate/Salary Starting: 15.38/hr.	Hourly Rate/Salary Final: 15.87/hr.	
Reason for leaving: Better Opportunity			
3. Community Action Agency of South Texas Address: 707 Springfield Ave., Laredo, TX 78041 Telephone Number(s): 956-728-1769	06/1999	05/2000	Case management, Community resource referral, assessment 0-3 yr old infants, report writing, parental training.
Job Title: Intervention Specialist Supervisor: Emma DeLa Paz	Hourly Rate/Salary Starting: 12.98/hr.	Hourly Rate/Salary Final: 13.70/hr.	
Reason for leaving: Didn't feel challenged			
4. Gregory-Portland Independent School District Address: 4601 Wildcat Dr., Gregory-Portland TX. 78374 Telephone Number(s): 361-777-4251	01/1998	05/1999	Taught high school, Physics + Integrated Physics + Chemistry. Management of classroom, student, electronic grading system, parent conferences, Administrative collaboration.
Job Title: Teacher Supervisor: Laura Lawson	Hourly Rate/Salary Starting: 11.54/hr.	Hourly Rate/Salary Final: 12.04/hr.	
Reason for leaving: Explore New Earned Degree			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
 You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:
 Memberships in Community Advisory Committees with school districts, college and university.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. Management of Federal Program, federal application writing, federal report writing, budget development, implementation, evaluation, + projection, local, state, and federal Compliance of guidelines and protocols, Simultaneous project coordination + facilitation, Supervision, personnel evaluation, hiring + firing, Community Outreach and presentation (excellent), grant writing, Computer Literate, Exel, Word, Power Point, Bilingual.

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> CRT	<input checked="" type="checkbox"/> Fax	<u>1- Pad</u>	_____
<input checked="" type="checkbox"/> PC	<input checked="" type="checkbox"/> Lotus 1-2-3	<u>Tablet</u>	_____
<input checked="" type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	<u>PC</u>	_____
<input checked="" type="checkbox"/> Typewriter	<input checked="" type="checkbox"/> WordPerfect	<u>Lap Top</u>	_____

State any additional information you feel may be helpful to us in considering Your application.

Supervisory skills, quick analytical decision making, extensive professional development accomplishments, local, state, and federal compliances, program implementation, grant writing, personnel management, listening skills.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

References

1. <u>Cynthia Mares</u> (Name)	<u>(956) 523-4143</u> Phone #	<u>Webb County</u>
<u>1110 Washington St. Laredo, TX 78040</u> (Address)	<u>Executive Director Administrative Services</u> (Title)	
2. <u>Rogelio Trevino</u> (Name)	<u>(956) 722-3973</u> Phone #	
<u>1701 E. Hillside Laredo, TX 78041</u> (Address)	<u>Executive Director Workforce Solutions of South Texas</u> (Title)	
3. <u>Dr. Alicia Carrillo</u> (Name)	<u>(956) 473-2018</u> Phone #	<u>United Independent</u>
<u>4410 State Hwy 359 Laredo, TX 78043</u> (Address)	<u>Career and Technology Director</u> (Title)	<u>School District</u>

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Ricardo Barrios Henigosa
Signature of Applicant

06/17/2015
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

INTERVIEWER

DATE

Hourly Rate/

Job Title _____ Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES:

INTERVIEWER QUESTIONS AND RATING FORM

Candidate Name: _____

1. Experience: _____
2. Skills: _____
3. Reason for leaving current/last job: _____
4. Professional memberships; licenses; awards: _____
5. Reason for applying for this position: _____
6. Professional goals: _____
7. Self-evaluation of strengths: _____
8. Self-evaluation of weaknesses: _____
9. Describe most satisfying/significant work achievement: _____
10. What is important to applicant in accepting a new position: _____
12. Date available for work: _____

INTERVIEWER RATING

Experience for Position:	1	2	3	4	5
Training for Position:	1	2	3	4	5
Attitude of Candidate:	1	2	3	4	5
Maturity of Candidate:	1	2	3	4	5
Professionalism:	1	2	3	4	5
Personality:	1	2	3	4	5
Initiative:	1	2	3	4	5