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6/15/15



June 8, 2015

Ricardo D. Martinez
5110 Coos Bay
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Cell (956)286-4323

Dear Sirs,

The position of Webb County Community Action Agency Director requires a person who is skilled in management of a large organization, flexible in dealing with new challenges, and able to execute a system of internal controls to assure operations are effective and efficient.

Please allow me to introduce myself, I am Ricardo D. Martinez, a native Laredoan and father of four children. Upon graduating from high school, I left Laredo in order to obtain a Bachelors Degree in Biology from the University of Texas in Austin.

After completion of my degree, I entered the workforce as an educator at St. Augustine High School in Laredo. Later on, I again looked outside of Laredo to further my education in Nuclear Medicine Technology at Baylor College of Medicine in Houston, Texas where I received certification as Nuclear Medicine Technologist. I entered the field of Health and worked for Ben Taub General Hospital for five years as a Nuclear Medicine Technologist. The last 27 years I have worked in the area of Public Health as the City of Laredo Health Department, Chief of Laboratory, Environmental and Animal Control Services and UT Health Science Center San Antonio, Dental Clinic Manager. I have found it to be a rewarding career as it allowed me to work with the underserved and uninsured community residents of Webb County.

After reading and reviewing the basic functions and responsibilities of the Community Action Agency Director, I fully comprehend the task at hand. This agency requires a leader that is both bold and articulate in management skills. I believe that my previous job experiences have prepared me to undertake the responsibilities of the Community Action Agency Director. My experiences are vast in nature, some of which include communication at all levels, budget management, program development, coordinating and executing program goals and objectives, ensuring implementation of local, state and federal regulations, and assuring the department's mission statement is fulfilled. There is not one part of the Director's functions and responsibilities that I have not performed at one time or another. I understand that it will take an individual that is fair, hard working, a good listener, a team player, and above all lead by example. I posses all these traits and have the ability to execute the functions and responsibilities of the Community Action Agency Director.

I invite you to review my resume; I feel that you too will agree that together we can make the Community Action Agency maintain stellar services for the residents of Webb County. Should you wish to discuss the finer points that a resume does not cover, please contact me at the number above or at martinezrd60@gmail.com.

Respectfully,


Ricardo D. Martinez

d.) **Planned Approach:** State your goals and objectives as it relates to the responsibilities and administration of the Community Action Agency Director.

I have always been a strong believer of the old adage, "If it isn't broken, don't fix it" yet that does not mean that improvements cannot be made to any person or organization. As such, I feel that a director should stress the importance of planning as a critical component of good management. It provides a basis for monitoring progress and for assessing results and impact. It also facilitates new program development and enables an organization to look into the future in an orderly and systemic way in order to set goals and objectives. Planning is one of my key philosophies as a leader.

Following are the key areas to address in a planned approach of goals and objectives as the Webb County Community Action Agency Director:

I.) **Funding Stability:** I believe that the Webb County Community Action Agency provides a vital and measureable service to the residents of Webb County. As such it is important to ensure that this agency has the funding to continue its mission. If selected, I will work to continue to secure long term funding resources from traditional and non-traditional sources. Furthermore, I will ensure that all Performance Measures are achieved to ensure responsible use of taxpayer monies.

II.) **Political Support:** As with other publicly funded organizations, the Webb County Community Action Agency is subject to scrutiny from community residents and their elected officials. As a taxpayer, I understand and respect this system of checks and balances and will work to ensure that credible programming and accounting systems for transparency are in place in accordance to Funding and Regulatory Policies. Furthermore, I will make available any and all documents and practices to the Webb County Commissioners Court or their designee to ensure political well being with local, state, and federal leadership.

III.) **Partnerships:** If selected, I will work to build upon the collaborative relationships with community partners to provide quality services to the residents of Webb County. As is normal with all Webb County Programs, I will ensure that the Webb County Community Action Agency provides culturally competent services and will work to foster productive working relationships and partnerships with community organizations to promote the mission of the Agency.

IV.) **Communication:** I have always believed that communication is key to success. I will maintain an open line of communication of the Webb County Community Action Agency developments and success. Furthermore, I will inform all pertinent governing bodies such as Webb County Commissioners Court, Board of Directors, and others on programs operations, challenges, and progress that will impact the needs of the residents.

V.) **Program Evaluation:** If selected, I will maintain a quality assurance program that will monitor the quality of services provided to our community. The program evaluation aspect of my approach is a tool that will provide staff with the products and skills needed to provide quality services in an environment that fosters improvement. I will also work to improve and develop internal quality controls for checks and balances (detective, corrective, and preventive.) Finally, we will seek input through the implementation of Internal and External Customer Satisfaction Questionnaires.

VI.) **Strategic Planning:** I will maximize my strategic planning skills to ensure that the Webb County Community Action Agency remains relevant and responsive to the needs of the county and contributes to the organizational stability and growth in a changing environment. As such I will conduct an environmental scan of Strength, Weaknesses, Opportunities and Threats (SWOT) analysis for annual program objectives and to develop a program focused work plan. Furthermore, I will assess achievements and progress through the quality assurance program that includes a peer review, client/customer review, assessment of proposed achievements, customer service response, and monitoring of each aspect of all services.

I firmly believe that the position of the Webb County Community Action Agency Director is one that demands someone with the strength to adapt to changes based on the success of quality services provided and the challenges presented to the residents of Webb County. Through this dedication the Webb County Community Action Agency can continue to provide the necessary services to help needy individuals of Webb County.

e.) **Scope of Service:** Describe your Qualifications in relation to the responsibilities and administration of the Community Action Agency Director, and include any special conditions, limitations or circumstances applicable or required.

The responsibilities and administration of the Webb County Community Action Agency Director are essential to keeping the agency ahead of an ever complex and changing environment. As mentioned in my resume, I am a leader who excels in program management and development of new initiatives. I have strong focus and direction that will enable me to ensure that quality services are provided to the residents of Webb County. I am compassionate about my communities needs and understand that we have a high prevalence of low income families with minimal skills and knowledge. This, in turn, leads to barriers to gain access to new opportunities and achieve economic self sufficiency. I am eager and excited with the thought of becoming a member of an agency that strives in lending a helping hand to our most needy residents. Most of my career has been in the arena of helping those in need and it is an area I am passionate about. There is nothing more rewarding than helping someone in need.

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SUMMARY OF QUALIFICATIONS

I am a bilingual leader who excels in program management and development of new initiatives. My areas of strength include employee development, planning and organization, and communication skills.

CORE COMPETENCIES

Adaptability
Working Relations
Dependability

Quality Assurance
Strategic Planning
Change Management

Public Speaking
Policy Engineering
Community Partnering

PROFESSIONAL EXPERIENCE

University of Texas Health Science Center San Antonio, Laredo, Texas

Dental Clinic Manager

June 2009 to March 2015

- Completed various special projects, which required reviewing and analyzing information, identifying problems, recommending solutions and writing reports.
- Managed space planning, renovation, and all allocation.
- Recruited, supervised, and directed all non-faculty staff to ensure the clinic operated in an efficient manner and that patients received high quality customer service.
- Reviewed internal policies and procedures and updated as needed.
- Function as the clinic liaison with patients, businesses, hospital, academic administration, and faculty.
- Maintained on-site Medical Records administration and ensuring that all state and federal regulations governing the release of information was followed.
- Directed all billing and collecting procedures, to include appropriate coding and ensuring that staff were trained and educated in all government, national and medical coding and billing regulations.
- Monitored delivery of patient services to include reviewing physician activity data and forecast and prepare for all changes needed or impacted by patient load, billing/collecting procedures, and government regulations and policies.

City of Laredo Health Department, Laredo, Texas

Chief of Laboratory/Environmental/Animal Control Services May 1988 to June 2009

- Managed all laboratory services, plans, schedules and work assignments, instructed and trained employees in methods and procedures, made hiring recommendations and

recommended salary adjustments, ensured the smooth day-to-day operations of the division.

- Prepared and reviewed procedure manuals, interpreted and enforced departmental policies and procedures, updated performance measures annually, and participated with the department's grant writing related to specific areas.
- Reviewed and accounted for all inventory supplies needed in the laboratory, reviewed and approved all laboratory purchase requisitions, ensured that supplies were available in order to perform work.
- Reviewed all in-house and outside laboratory results before provider reviewed, looked for errors on reporting, and abnormal results confirmed to ensure accuracy of written and verbal reports.
- Reviewed daily quality control manuals of instrumentation, ensured that all control values were within the acceptable range.
- Oversaw and coordinated annual budget proposals for the laboratory, monitored expenditures for compliance with budget limitations.
- Oversaw monthly and yearly activity reports to ensure completeness and accuracy.
- Monitored and maintained attendance records of personnel.
- Assured safety and quality management of procedures.

Environmental/Animal Control Services

- Supervised, planned, scheduled, and assigned work to subordinates; instructed and trained in correct methods and procedures for environmental health, food safety, food surveillance, food and environmental health enforcement, vector control and zoonosis and rabies control. Conducted investigations, surveillance and enforcement.
- Conducted senior investigations of all food borne, waterborne, environmental and zoonosis investigations.
- Reviewed and evaluated employees' performance.
- Monitored activities involving collection and deposit of food license fees, and issuance of food licenses and certificates.
- Planned, directed and monitored the County Environmental Health Services Program, Food Handlers' Training Program, Animal Control Program, Pollution Control Program, Vector Control/Ordinance Enforcement Program and Food Sanitation Program.
- Conducted health surveys, epidemiological investigations, rabies control activities and inspection of public and individual water supplies and solid waste facilities.
- Provided laboratory surveillance support, early detection, testing, and monitoring for disease control.
- Reviewed reports from staff sanitarians and recommended appropriate actions; made decisions regarding course of action to be followed in handling technical correspondence pertaining to environmental sanitation matters in accordance with accepted policies and procedures.
- Represented the department before the news media and serves as liaison to different governmental entities and local, state, national, and international organizations.

- Planned and recommended personnel and budget actions pertaining to the division functions; prepared technical correspondence regarding environmental and animal control matters.
- Assisted in maintaining good communication between staff, visitors and other business contacts.
- Carried out extra duties/assignments as delegated by Health Director (Safety Officer and Chair of Professional Review Committee, Quality Assurance.)
-

Ben Taub General Hospital, Houston, Texas
Nuclear Medicine Technologist

June 1983 to May 1988

- Calculated, measured and recorded radiation dosage and radiopharmaceuticals received, used and disposed, using computer and followed physician's prescription.
- Detected and mapped radiopharmaceuticals in patients' bodies using a camera to produce photographic and computer images.
- Explained test procedures and safety precautions to patients and provided them with assistance during test procedures.
- Administered radiopharmaceuticals and radiation to patients to detect or treat diseases, using radioisotope equipment, under the direction of physician.
- Produced a computer-generated or film image for interpretation by a physician.
- Processed cardiac function studies.
- Disposed of radioactive materials and stored radiopharmaceuticals, following radiation safety procedures.
- Recorded and processed results procedures.
- Prepared stock radiopharmaceuticals, adhering to safety standards that minimized radiation exposure to workers and patients.
- Maintained and calibrated radioisotope and laboratory equipment.
- Gathered information on patients' illnesses and medical history to guide the choice of diagnostic procedures for therapy.
- Measured glandular activity, blood volume, red cells survival, and radioactivity of patient using scanners. Geiger counters, scintillometers, and other laboratory equipment.
- Trained and supervised student or subordinate nuclear medicine technologists.
- Developed treatment procedures for nuclear medicine treatment programs.

St. Augustine Schools, Laredo, Texas
Teacher

August 1982 to May 1983

- Prepared and taught 7th through 12th grade students on Life Science, Biology, Physiology and Anatomy with required labs.
- Evaluated and graded students' class work, laboratory work, assignments and papers.
- Prepared course materials such as syllabi, homework assignments, and handouts.

- Compiled, administered, and graded examinations.
- Supervised students' laboratory work.
- Maintained student attendance records, grades, and other required records.
- Initiated, facilitated, and moderated classroom discussions.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Participated as an active member of the Parent Teacher Committee.
- Participated in campus and community events.

EDUCATION

Baylor College of Medicine at Houston
Nuclear Medicine Technology

The University of Texas at Austin
Bachelor of Arts (Biology)

Laredo Community College
Associate of Applied Arts

MEMBERSHIPS

- US/Mexico Border Health Association/Bi-National Council (Laredo, TX)
- Health Services Advisory Committee Webb County Early Head Start Program
- Col. Santos Benavides Elementary School Volunteer Coach

AWARDS/RECOGNITIONS

- City of Laredo Health Department, Chair of Professional Review Committee, Quality Assurance Program, 1999 – 2006
- City of Laredo Health Department Safety Officer, 1992 - 1999
- City of Laredo Appeals and Grievance Committee Employee Representative, 2004 - 2006
- Supervisor Skills for Managers 2002
- City of Laredo Health Department La Familia Diabetic Advisory Board member, 2000 - 2009
- City of Laredo Health Department Employee of the Month, 2000
- City of Laredo Health Department Special Projects Coordinator, 1998 - 2003

Application For Employment

COUNTY OF WEBB

NAME: **Ricardo D. Martinez**

POSITION: **Community Action Agency Director** DATE: **06 10 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 Webb County Community Action Agency Director	Date of Application 6/10/2015
How did you learn about us?	
<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other

Last Name Martinez	First Name Ricardo	Middle Name David
Address Number Street 5110 Coos Bay	City Laredo	State Zip Code Texas 78041
Telephone Number(s) (956) 286-4323	Social Security Number 461 27 4138	

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? ASAP

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	Alma Pleroe Elementary School					J. W. Nixon High School				University of Texas, Austin							
Years Completed	4	5	6	7	8	9	10	11	<input checked="" type="checkbox"/>	1	2	3	<input checked="" type="checkbox"/>	1	2	3	4
Diploma Degree						High School Diploma				Bachelor of Arts							
Describe Course of Study										Biology							
Describe any specialized training, apprenticeship skills and extra-curricular activities	Baylor College of Medicine, Houston, Texas, Nuclear Medicine Technologist Certified																
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

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.
Nuclear Medicine Technologist Phlebotomist CPR Certified Volunteer Coach Supervisory Skills for Managers Strategic Planning Seminar

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

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.

1.	Employer University of Texas Health Science Center/Laredo Branch Dental Program	Dates Employed		Work Performed	
	Address 2600 Cedar, Laredo, Texas	From June 2009	To March 2015		
	Telephone Number(s) (956) 523-7500	Hourly Rate/Salary			
	Job Title Clinical Operations Manager	Supervisor Dr. Louie Garcia	Starting \$30.00 Hour		Final \$31.17 Hour
	Reason for leaving Work Force Reduction				
2.	Employer City of Laredo Health Department	Dates Employed		Work Performed	
	Address 2600 Cedar, Laredo, Texas	From May 1988	To June 2009		
	Telephone Number(s) (956) 795-4900	Hourly Rate/Salary			
	Job Title Division Chief	Supervisor Dr. Hector Gonzalez	Starting \$30.00 Hour		Final \$43.00 Hour
	Reason for leaving Retirement				
3.	Employer Ben Taub General Hospital	Dates Employed		Work Performed	
	Address 1504 Ben Taub Loop, Houston, Texas	From June 1983	To May 1988		
	Telephone Number(s) (713) 873-2000	Hourly Rate/Salary			
	Job Title Nuclear Medicine Technologist	Supervisor Dee Douglas	Starting \$20.00 Hour		Final \$25.00 Hour
	Reason for leaving Resigned to take position with City of Laredo Health Department				
4.	Employer St. Augustine High School	Dates Employed		Work Performed	
	Address 1300 Galveston, Laredo, Texas	From August 1982	To May 1983		
	Telephone Number(s) (956) 724-8131	Hourly Rate/Salary			
	Job Title Teacher	Supervisor Sister Alma Rose	Starting \$20.00 Hour		Final \$20.00 Hour
	Reason for leaving Continue my education at Baylor College of Medicine				

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:

- City of Laredo Health Department, Chair of Professional Review Committee, Quality Assurance Program
- City of Laredo Health Department, Safety Officer
- City of Laredo, Appeals and Grievance Committee Employee Representative
- City of Laredo Health Department, La Familia Diabetic Advisory Board member
- City of Laredo Health Department, Special Projects Coordinator
- US/Mexico Border Health Association/National Council member
- Webb County Early Head Start Program, Health Services Advisory Committee
- Col. Santos Elementary School, Volunteer Coach

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.
 I have extensive experience in the area of quality assurance and management, program auditing, employee development, and communication.

Specialized Skills

Check Skills/Equipment Operated

Specialized Skills		Check Skills/Equipment Operated	
		Production/Mobile Machinery (list):	Other (list):
<input checked="" type="checkbox"/> CRT	<input checked="" type="checkbox"/> Fax	_____	_____
<input checked="" type="checkbox"/> PC	_____ Lotus 1-2-3	_____	_____
<input checked="" type="checkbox"/> Calculator	<input checked="" type="checkbox"/> PBX System	_____	_____
<input checked="" type="checkbox"/> Typewriter	<input checked="" type="checkbox"/> WordPerfect	_____	_____

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

Please see attached resume for detailed work and educational history.

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>Gilberto Narvaez</u> (Name)	<u>(956) 285-3574</u> Phone #
<u>316 Jordan Dr, Laredo, Texas</u> (Address)	<u>President, Falcon International Bank</u> (Title)
2. <u>Dr. Norman Speer</u> (Name)	<u>(956) 763-8391</u> Phone #
<u>118 Crenshaw, Laredo, Texas</u> (Address)	<u>Orthodontist</u> (Title)
3. <u>Raul Vasquez</u> (Name)	<u>(956) 337-7342</u> Phone #
<u>7718 Mc Pherson Rd., Laredo, Texas</u> (Address)	<u>Attorney at Law</u> (Title)

Applicant's Statement

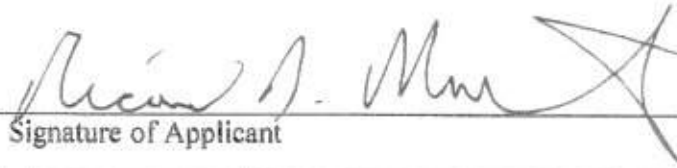
I certify that answers given herein are true and complete to the best of my knowledge.

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.


Signature of Applicant

6/10/2015
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No
Remarks _____

Employed Yes No Date of Employment _____
Hourly Rate/

Job Title _____ Salary _____ Department _____

By _____
NAME AND TITLE DATE

INTERVIEWER DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES: