

Webb County - Community Action Agency Director (CAA)
Tabulation of Highest Ranking Applicants
Job # 01352

Scoring Committee Member	Name of Applicants						
	Delgado, Roberto	Guajardo, Ernesto	Hinojosa, Ricardo	Martinez, Roberto	Ramirez, Javier	Santa Cruz, Roberto	Vedia, Roxanne
Leroy Medford	5	15	25	35	10	30	20
Lalo Uribe	5	20	15	10	35	25	30
Juan Vargas	5	15	30	25	35	10	20
Alexandra Colessides	5	15	20	35	10	30	25
James Flores	5	10	20	25	35	15	30
	25	75	110	130	125	110	125

Top 3 Highest Ranking Applicants:

- 1.) Roberto Martinez 130 pts.
- 2.) Javier Ramirez 125 pts.
- 3.) Roxanne Vedia 125 pts.

Rankings	Points
1st	35
2nd	30
3rd	25
4th	20
5th	15
6th	10
7th	5

Current list of Applicants pending review/recommendation
Risk Management Director - Slot #0862

- 1 Alfaro, Pedro
- 2 Alva, Gerardo
- 3 Casso, Luis R.
- 4 Lopez, Susana
- 5 Perez, Jr., Adan
- 6 Williams, Colin B.

Current list of Applicants pending review/recommendation
Human Resources Director - Slot #2426

- 1 Russell, Pam
- 2 Trudy, Lynn Crain
- 3 Montes, Carmen S.
- 4 Elizondo, Jerry
- 5 Walker, Jerry M.
- 5 Guajardo, Ernesto
- 7 Hinojosa-Soto, Sara
- 3 Botello, Ana Laura

Current list of Applicants pending review/recommendation
Road & Bridge Superintendent - Slot #0645

- 1 Carrillo, Erik
- 2 Covington, Joe
- 3 Martinez, Roberto
- 1 Sanchez III, Humberto

01352 - Webb County - Community Action Agency Director - CAA

Contact Information -- Person ID: 33128860

Name:	Roxanne I Vedia	Address:	1839 Stonefield Lane Laredo, Texas 78045 US
Home Phone:	956-251-2115	Alternate Phone:	
Email:	vedia4@yahoo.com	Notification Preference:	Email
Former Last Name:	Martinez	Month and Day of Birth:	10/06

Personal Information

Driver's License:	Yes, Texas , 12432274 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Preferred Salary:	\$80,000.00 per year
Are you willing to relocate?	
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Weekends , On Call (as needed)

Objective

To acquire the position of the Community Action Agency Director for Webb County in Texas.

Education**Professional**

Walden University
www.walden.edu
10/2012 - 5/2014
Minneapolis, Minnesota

Did you graduate: No
College Major/Minor: Doctor of Education
Units Completed: 24 Semester
Degree Received: No Degree

Graduate School

Walden University
www.walden.edu
1/2010 - 12/2011
Minneapolis, Minnesota

Did you graduate: Yes
College Major/Minor: Business Administration
Units Completed: 36 Semester
Degree Received: Master's

College

Laredo State University
1/1990 - 12/1990
Laredo, Texas

Did you graduate: Yes
College Major/Minor: Secondary Education Biology
Units Completed: 349 Semester
Degree Received: Bachelor's

College

Laredo Junior College
www.laredo.edu
8/1985 - 5/1989
Laredo, Texas

Did you graduate: Yes
College Major/Minor: basics
Units Completed: 215 Semester
Degree Received: Associate's

College

University of Texas at San Antonio
www.utsa.edu

Did you graduate: No
College Major/Minor: Biology
Units Completed: 6 Semester
Degree Received: No Degree

8/1988 - 12/1988
San Antonio, Texas

High School

Martin High School
8/1981 - 5/1985
Laredo, Texas

Did you graduate: Yes
Highest Level Completed: 12
Did you receive a GED?
Degree Received: High School Diploma

Work Experience**Assistant Dean of Workforce Education**

8/2013 - Present

Laredo Community College
www.laredo.edu
West End Washington Street
Laredo, Texas 78040
956-722-0521

Hours worked per week: 40
Monthly Salary: \$6,677.00
of Employees Supervised: 50
Name of Supervisor: Fred Solis - Associate Vice President of Instruction
May we contact this employer? Yes

Duties

Basic function and responsibility is to assist the Dean of the South Campus and Workforce Education in providing the supervision and management of instructional departments and programs that comprise the Workforce Education division. Assist in curriculum improvement through constant review, regular evaluation, revision and attention to relevance of all courses and programs. Facilitate in student issues, including complaints, faculty advising and registration. Meets with students for advisement during registration periods. Assist in establishing and maintaining external relationships which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Participate in the recruitment, selection and orientation of qualified full-time and adjunct faculty and evaluate credentials/records for faculty. Works with other areas and divisions within the college to address issues dealing with assessment, recruitment, and the dual-enrollment programs. Assists and monitors in the development of operations and capital budgets for the various departments of the division. Participate in the development of external grants pertaining to the division. Exercises decision-making and problem-solving techniques to resolve matters. Facilitates compliance, policies and procedures, licensing/credentialing requirements for workforce programs as deemed with applicable accrediting agency and Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools principles. Ensures the implementation of assessment plans including institutional effectiveness, general education courses and course-based assessment on student success for the technical programs. Participates in the development of facilities, staffing and resource planning when necessary.

Dean of Workforce Education

8/2008 - 8/2013

Laredo Community College
www.laredo.edu
West End Washington Street
Laredo, Texas 78040
956-722-0521

Hours worked per week: 40
Monthly Salary: \$7,083.00
of Employees Supervised: 50
Name of Supervisor: Fred Solis - Vice President for Instruction
May we contact this employer? Yes

Duties

Basic function and responsibility is to oversee the following departments; Computer Technology, Building Trades, Business Management, Culinary Arts, Continuing Education, Economic Development Center, Adult Education, Tech Prep, and the Employee Technology Assistance Center. The units under this division include both credit and non-credit instructional programs of the institution. The courses and programs offered are to prepare students for entry-level positions and upper division course work upon transfer to a four year university. The goal for these students is to acquire a one year or two year certificate or an Associate of Applied Science Degree. Characteristics duties and responsibilities for this position include, but not limited to the following; give sustained leadership in curriculum improvement by constant review, regular evaluation, revision and attention to relevance of all courses and programs. Coordinate the preparation of the fall semester, spring semester, summer I and II sessions academic schedules,

teaching assignments, class and room assignments. Monitor enrollment in classes and make adjustments as appropriate according to registration trends. Promote, organize, coordinate and provide leadership to develop programs. Coordinate and participate in evaluation of instructional staff, including faculty, department chairs and support staff. Participate in the recruitment selection and orientation of qualified full-time and adjunct faculty; evaluate credentials/records for all faculty instructors. Participate in the development of informational materials for publication (brochures, pamphlets etc.), provide data for College catalog pertaining to the unit. Provide leadership relating to student issues, including student complaints, faculty advising, and registration. Establish and maintain external relationships, which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Be responsible for budget recommendations and administration of the institutional and Carl Perkins budgets in the division. Participate in the Southern Association accreditation activities and implement institutional effectiveness plan related to the areas supervised.

Reason for Leaving

A change of job position due to a reorganization.

Continuing Education Director

1/2007 - 8/2008

Laredo Community College
www.laredo.edu
West End Washington Street
Laredo, Texas 78040
956-722-0521

Hours worked per week: 40
Monthly Salary: \$5,167.00
of Employees Supervised: 25
Name of Supervisor: Phil Worley - Dean of Community Education
May we contact this employer? Yes

Duties

Basic function and responsibility was to provide leadership to the three Workforce Development Coordinators, Continuing Education Faculty, and secretaries. Supervised the daily operations of the Continuing Education programs, maintained knowledge of the business market demands and trends. Managed the development, implementation, and maintenance of automated enrollment management system for the department. Responsible for developing, scheduling, marketing, implementing, delivering and evaluating non-credit community training services using both traditional and nontraditional modes of delivery. Provided input in the development of new courses and/or programs necessary for community assessment and/or labor market information. Consulted with the advisory committees within the various industries for program development. Ensured compliance was met with external agencies and The Texas Higher Education Coordinating Board. Responsible for the interviewing, recommending, assigning, training, and supervising of continuing education instructors. Coordinated the planning, development, and publication of the continuing education course schedule on a quarterly basis throughout the year. Responsible for the development and administration of departmental budget. Ensured for the continuing education department is within the parameters of college policies and procedures. Reviewed and analyzed data to determine changes in services, promotion, distribution, and cost of a course or program.

Reason for Leaving

Promoted to a new position.

Business Services Coordinator40

9/2003 - 1/2007

South Texas Workforce Development Board
www.southtexasworkforce.org
500 East Mann Road
Laredo, Texas 78041
956-722-3973

Hours worked per week: 40
Monthly Salary: \$3,750.00
of Employees Supervised: 15
Name of Supervisor: Rogelio Trevino - Executive Director
May we contact this employer? Yes

Duties

Primary purpose is to serve as the liaison for the Board with the business community, economic development organizations, chambers of commerce, industry associations and other business

organizations. Ensure our three local workforce centers' business service units of our delivery area are responsive to the needs of businesses regarding employment needs. Duties include all of the following; provide oversight and guidance for the business services units of the Texas Workforce centers including systems developments and enhancements, facilitate linkages between employers and the workforce centers, assist in the development of policies relating to business services, promote awareness and use of business services available through the centers, represent the agency at meetings, business functions and make presentations as needed, coordinate local business service activities with the statewide initiatives implemented by the Texas Workforce Commission, coordinate rapid response services for employers facing layoffs, business closures or reductions in force. Assist with marketing and public relations initiatives regarding agency exposure and business services activity to the general public and business community.

Reason for Leaving

new Career opportunity

Business & Industry Training Specialist

8/1997 - 9/2003

Laredo Community College
www.laredo.edu
West End Washington Street
Laredo, Texas 78040
956-7220521

Hours worked per week: 40
Monthly Salary: \$3,208.00
of Employees Supervised: 3
Name of Supervisor: Virginia Mayers - Continuing Education Director
May we contact this employer? Yes

Duties

Responsible for the overall planning, promotion, and implementation of training services for both public and private employers in the business community. (Training services offered to the business community include developing new job skills for employees and/or enhancing job skills for the improvement of the employee's job performance). Job duties and responsibilities include the following; Initiate discussion with potential clients for their training needs, develop, conduct, analyze and interpret need assessment surveys as needed to determine training direction and/or content, identify training goals and objectives, identify faculty in the targeted discipline for the training contract and work with assigned instructor to develop course material and objectives, develop a training proposal as requested by the potential client, prepare contract for cost quote for discussion, negotiation and approval to the potential client, monitor and evaluate contract/customized training packages and instructors, serve as liaison between the business client and the College, promote contract/customized training services to the local business community, promote, develop, implement, manage, and evaluate grants from the Texas Workforce Commission-Texas Skills Development Fund and ensure compliance procedures with state regulations, develop curriculum as needed for the implementation of contracts, assure strong partnerships with the various businesses and government entities in the community, such as the Laredo Development Foundation, City of Laredo and the Chamber of Commerce. Handle training requests for the specific industries, assist with the College's staff development training plan, assist in developing of new non-credit programs, review, order and submit necessary requisitions for training instructional material, ensure that all required paperwork for training contracts are prepared and submitted to the appropriate College departments, assures that vendor license agreements are current. Assist with the student registration and course schedule for forthcoming semesters for the department. Promote to student body about Continuing Education programs and/or courses. Prepare the department's budget and submit it for the yearly approval process. Evaluate on a monthly basis department's budget. Responsible for overseeing the management of students in the non-credit program under Continuing Education's Fire Science Technology Program in partnership with the City of Laredo Fire Department. Promote marketing awareness about training services to the business community. Increase the College's role in the development of the local workforce.

Reason for Leaving

new career opportunity

Campus Service Manager

9/1994 - 8/1997

Hours worked per week: 40
Monthly Salary: \$2,666.00
of Employees Supervised: 2

Communities in Schools
www.cislaredo.org
2114 East Saunders
Laredo, Texas 78041
956-791-2199

Name of Supervisor: Robert Sanchez - Director
May we contact this employer? Yes

Duties

Developed a campus proposal for the assigned schools and developed, planned, coordinated and implemented program activities in accordance with state guidelines. Networked with local community organizations for the procurement of social services to program participants. Organized cultural activities and enrichment programs for the faculty, parents and participants for the school. Conducted on-going evaluation and documentation of participant's progress in student's files. Scheduled regular meetings with school staff and social service agencies and provided feedback of activities and status. Submitted biweekly and monthly reports. Publicized program services and recruited participants with assistance of school personnel. Data entered student information on the program's database and generated reports for monitoring of program's performance outcomes.

Reason for Leaving

new career opportuntiy

Interviewer/Youth Program Coordinator

2/1992 - 9/1994

South Texas Private Industry Council
Daughtery
Laredo, Texas 78040
956-722-3979

Hours worked per week: 40
Monthly Salary: \$2,375.00
of Employees Supervised: 20
Name of Supervisor: Virginia Mayers - Director of
Operations
May we contact this employer? Yes

Duties

Recruited youth applicants for both the in-school and summer programs. Kept all allocated slots filled and followed instructions regarding corrective action on program standards. Enrolled, counseled, monitored program participants. Prepared, collected, and submitted time sheets for payroll periods and dispersed paychecks to participants. Maintained monthly documentation on participants terminated and followed-up on successful and unsuccessful participants. Attended seminars and administered training's to new staff. Supervised 25 staff employees during the summer youth program and was liaison to about 75 public employers for the placement of the participants at the worksite. Conducted the summer program's worksite supervisor's orientation on policies and procedures. Developed and maintained inter-agency worksite agreements with the public employers affiliated with JTPA. Networked and coordinated programs with Laredo, United, Mirando, and Bruni ISD's, Texas A&M at Kingsville, Southwest Texas State, Texas A&M International universities, Laredo Community College, County of Webb, and City of Laredo. Interviewed prospective JTPA youth participants to obtain and complete personal and financial data to determine eligibility of JTPA programs. Reviewed and evaluated applications to determine work history, job skills, education, training, and personal qualifications of applicants to suggest future skill training assessment personnel. Coordinated activities for participant enrollment with different components.

Reason for Leaving

new career opportunity

Science teacher

1/1991 - 1/1992

Laredo Independent School District
www.laredoisd.org
1700 Houston Street
Laredo, Texas 78040
956-273-1000

Hours worked per week: 40
Monthly Salary: \$2,125.00
of Employees Supervised: 1
Name of Supervisor: Rafael Garcia - Department Head
May we contact this employer? Yes

Duties

Instructed 7th through 12 graders in the science areas of Life, Earth, Physical, and GED on the essential elements of Texas. Developed lesson plans laboratory activities on chapter objectives. Coordinated and assisted a first year "in-school" science fair, in which winners advanced to the annual district's fair. Attended workshops in identifying ESL students and methods to facilitate the learning environment for the disadvantaged student. Participated in open houses, parent conferences and school staff meetings.

Reason for Leaving

Didn't pass the certification exam.

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Languages

English - Speak, Read, Write

Spanish - Speak, Read, Write

Additional Information

References

Personal

Cardenas, Cynthia

Farmers Insurance Owner/Agent
6909 Springfield Avenue, Suite 103
Laredo, Texas 78041
956-724-8200
ccardenas1@farmersagent.com

Personal

Ommen, Erik

Senior Vice President and Chief
Compliance Officer
5219 Mcpherson Road
Laredo, Texas 78041
956-794-9700
eommen@falconbank.com

Personal

Villarreal, Martin

Chief Appraiser
3302 Clark Blvd.
Laredo, Texas 78040
956-718-4091
mvillarreal@webbcad.org

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
R. Vedia Transcript 1.pdf	R. Vedia Transcript 1.pdf	Diploma/Degree	Job Seeker
Roxies Resume-updated May	Roxies Resume-updated May 26	Resume	Job Seeker

26 2017.docx	2017.docx		
A-D of App-Webb County CAA Director.docx	A-D of App-Webb County CAA Director.docx	Other	Job Seeker
letter of recommendation-Rogelio Trevino.pdf	letter of recommendation-Rogelio Trevino.pdf	Other	Job Seeker
Letter of Recomm frm Phil.pdf	Letter of Recomm frm Phil.pdf	Other	Job Seeker
Professional References.docx	Professional References.docx	References	Job Seeker
Letter of recommendation-Rosaura Rodriguez.pdf	Letter of recommendation-Rosaura Rodriguez.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?
A: Other

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?
A:

3. Q: Have you ever filed an application with us before?
A: No

4. Q: If yes, give date.
A:

5. Q: Have you ever been employed with us before?
A: No

6. Q: Are you currently employed?
A: Yes

7. Q: May we contact your present employer?
A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.
A: No

9. Q: On what date would you be available for work?
A: As soon as possible

10. Q: Are you available to work:
A: Full Time

11. Q: Are you currently on "lay off" subject to recall?
A: No

12. Q: Can you travel if the job requires it?
A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?

A: No

14. Q: Do you have any relatives working here?

A: No

15. Q: Are you a military veteran?

A: No

Supplemental Questions

1. Q: Are you a military veteran?

A: No

WALDEN UNIVERSITY

A higher degree. A higher purpose.

TRANSCRIPT OF ACADEMIC RECORD

Page: 1

TouchDate

Student ID: A00196104
 Record of: Roxanne I. Vedia

Date Issued: 08-NOV-2011
 Date of Birth: [REDACTED]
 SSN: [REDACTED]
 Former Names:

Issued To: Roxanne I. Vedia

Degree Received: Master of Business Admin
 Date Conferred: 10-OCT-11
 Program: Master of Business Admin
 Major: Business Administration
 Specialization/Conc: Leadership
 Program GPA: 4.00
 Program Status: Degree Received

2011 Summer Sem 05/02-08/21

COURSE CODE	COURSE TITLE	CRSE	ENRS	PTS	GRD	R
MBA 6661	Advanced Leadership	4.00	4.00	16.00	A	
MBA 6760	Leadership Practice & Application	4.00	4.00	16.00	A	

TERM: Ahrs:8.00 Enrs:8.00 GPA-Hrs:8.00 QPts:32.00 GPA:4.00

2011 Fall Sem 09/06-12/26

COURSE CODE	COURSE TITLE	CRSE	ENRS	PTS	GRD	R
MBA 6780	Capstone Becoming World Class Mgr	4.00	4.00	16.00	A	

TERM: Ahrs:4.00 Enrs:4.00 GPA-Hrs:4.00 QPts:16.00 GPA:4.00

***** (cumulative Totals) *****

	Attempted Hrs	Earned Hrs	GPA Hrs	Points	GPA
INSTITUTION	36.00	36.00	36.00	144.00	4.00
TRANSFER	0.00	0.00	0.00	0.00	0.00
OVERALL	36.00	36.00	36.00	144.00	4.00

***** End Of Transcript *****

INSTITUTION CREDIT:

2010 Spring Sem 01/04-04/25

COURSE CODE	COURSE TITLE	Ahrs	Enrs	PTS	GRD	R
MBA 6505	Jump-Start Your Future	1.50	1.50	6.00	A	
MBA 6510	Leading People	3.00	3.00	12.00	A	
MBA 6500	Success Strat in Culine Env	1.50	1.50	6.00	A	

TERM: Ahrs:6.00 Enrs:6.00 GPA-Hrs:6.00 QPts:24.00 GPA:4.00

2010 Summer Sem 05/03-08/22

COURSE CODE	COURSE TITLE	Ahrs	Enrs	PTS	GRD	R
MBA 6520	Business Operations US Abroad	3.00	3.00	12.00	A	
MBA 6530	Marketing	3.00	3.00	12.00	A	

TERM: Ahrs:6.00 Enrs:6.00 GPA-Hrs:6.00 QPts:24.00 GPA:4.00

2010 Fall Sem 09/07-12/26

COURSE CODE	COURSE TITLE	Ahrs	Enrs	PTS	GRD	R
MBA 6550	Accounting Business Management	3.00	3.00	12.00	A	
MBA 6540	Innovation and Technology	3.00	3.00	12.00	A	

TERM: Ahrs:6.00 Enrs:6.00 GPA-Hrs:6.00 QPts:24.00 GPA:4.00

2011 Spring Sem 01/03-04/24

COURSE CODE	COURSE TITLE	Ahrs	Enrs	PTS	GRD	R
MBA 6570	Bus Strat Empt Advantage	3.00	3.00	12.00	A	
MBA 6560	Financial Management	3.00	3.00	12.00	A	

TERM: Ahrs:6.00 Enrs:6.00 GPA-Hrs:6.00 QPts:24.00 GPA:4.00

***** Institution Information continued *****

RAISED SEAL IS NOT REQUIRED

Eric Daur

TRANSCRIPT WAS AN ENCRYPTIONED BACKGROUND. THE WORD COPY APPEARS WHEN PHOTOGRAPHED.

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ROXANNE I. VEDIA
1839 Stonefield Lane
Laredo, Texas 78045
(956) 251-2115 (C)

EMPLOYMENT EXPERIENCE

September 1, 2013 to Present

Laredo Community College
Instructional Division

Assistant Dean of Workforce Education
and South Campus

Basic function and responsibility is to assist the Dean of the South Campus and Workforce Education in providing the supervision and management of instructional departments and programs that comprise the Workforce Education division. Assist in curriculum improvement through constant review, regular evaluation, revision and attention to relevance of all courses and programs. Facilitate in student issues, including complaints, faculty advising and registration. Meets with students for advisement during registration periods. Assist in establishing and maintaining external relationships which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Participate in the recruitment, selection and orientation of qualified full-time and adjunct faculty and evaluate credentials/records for faculty. Works with other areas and divisions within the college to address issues dealing with assessment, recruitment, and the dual-enrollment programs. Assists and monitors in the development of operations and capital budgets for the various departments of the division. Participate in the development of external grants pertaining to the division. Exercises decision-making and problem-solving techniques to resolve matters. Facilitates compliance, policies and procedures, licensing/credentialing requirements for workforce programs as deemed with applicable accrediting agency and Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools principles. Ensures the implementation of assessment plans including institutional effectiveness, general education courses and course-based assessment on student success for the technical programs. Participates in the development of facilities, staffing and resource planning when necessary.

August 18, 2008 to August 31, 2013

Laredo Community College
Instructional Division

Dean of Workforce Education Division

Basic function and responsibility is to oversee the following departments; Computer Technology, Building Trades, Business Management, Culinary Arts, Continuing Education, Economic Development Center, Adult Education, Tech Prep, and the Employee Technology Assistance Center. The units under this division include both credit and non-credit instructional programs of the institution. The courses and programs offered are to prepare students for entry-

level positions and upper division course work upon transfer to a four year university. The goal for these students is to acquire a one year or two year certificate or an Associate of Applied Science Degree. Characteristics duties and responsibilities for this position include, but not limited to the following; give sustained leadership in curriculum improvement by constant review, regular evaluation, revision and attention to relevance of all courses and programs. Coordinate the preparation of the fall semester, spring semester, summer I and II sessions academic schedules, teaching assignments, class and room assignments. Monitor enrollment in classes and make adjustments as appropriate according to registration trends. Promote, organize, coordinate and provide leadership to develop programs. Coordinate and participate in evaluation of instructional staff, including faculty, department chairs and support staff. Participate in the recruitment selection and orientation of qualified full-time and adjunct faculty; evaluate credentials/records for all faculty instructors. Participate in the development of informational materials for publication (brochures, pamphlets etc.), provide data for College catalog pertaining to the unit. Provide leadership relating to student issues, including student complaints, faculty advising, and registration. Establish and maintain external relationships, which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Be responsible for budget recommendations and administration of the institutional and Carl Perkins budgets in the division. Participate in the Southern Association accreditation activities and implement institutional effectiveness plan related to the areas supervised.

January 8, 2007 to August 15, 2008

Laredo Community College
Workforce Education Division

Continuing Education Department Director

Basic function and responsibility was to provide leadership to the three Workforce Development Coordinators, Continuing Education Faculty, and secretaries. Supervised the daily operations of the Continuing Education programs, maintained knowledge of the business market demands and trends. Managed the development, implementation, and maintenance of automated enrollment management system for the department. Responsible for developing, scheduling, marketing, implementing, delivering and evaluating non-credit community training services using both traditional and nontraditional modes of delivery. Provided input in the development of new courses and/or programs necessary for community assessment and/or labor market information. Consulted with the advisory committees within the various industries for program development. Ensured compliance was met with external agencies and The Texas Higher Education Coordinating Board. Responsible for the interviewing, recommending, assigning, training, and supervising of continuing education instructors. Coordinated the planning, development, and publication of the continuing education course schedule on a quarterly basis throughout the year. Responsible for the development and administration of departmental budget. Ensured for the continuing education department is within the parameters of college policies and procedures. Reviewed and analyzed data to determine changes in services, promotion, distribution, and cost of a course or program.

September 8, 2003 to January 3, 2007 South Texas Workforce Development Board
Workforce Development Division

Business Services Coordinator

Primary purpose is to serve as the liaison for the Board with the business community, economic development organizations, chambers of commerce, industry associations and other business organizations. Ensure our three local workforce centers' business service units of our delivery area are responsive to the needs of businesses regarding employment needs. Duties include all of the following; provide oversight and guidance for the business services units of the Texas Workforce centers including systems developments and enhancements, facilitate linkages between employers and the workforce centers, assist in the development of policies relating to business services, promote awareness and use of business services available through the centers, represent the agency at meetings, business functions and make presentations as needed, coordinate local business service activities with the statewide initiatives implemented by the Texas Workforce Commission, coordinate rapid response services for employers facing layoffs, business closures or reductions in force. Assist with marketing and public relations initiatives regarding agency exposure and business services activity to the general public and business community.

August 1997 to September 2003 Laredo Community College
Continuing Education Department

Business & Industry Training Specialist

Responsible for the overall planning, promotion, and implementation of training services for both public and private employers in the business community. (Training services offered to the business community include developing new job skills for employees and/or enhancing job skills for the improvement of the employee's job performance). Job duties and responsibilities include the following; Initiate discussion with potential clients for their training needs, develop, conduct, analyze and interpret need assessment surveys as needed to determine training direction and/or content, identify training goals and objectives, identify faculty in the targeted discipline for the training contract and work with assigned instructor to develop course material and objectives, develop a training proposal as requested by the potential client, prepare contract for cost quote for discussion, negotiation and approval to the potential client, monitor and evaluate contract/customized training packages and instructors, serve as liaison between the business client and the College, promote contract/customized training services to the local business community, promote, develop, implement, manage, and evaluate grants from the Texas Workforce Commission-Texas Skills Development Fund and ensure compliance procedures with state regulations, develop curriculum as needed for the implementation of contracts, assure strong partnerships with the various businesses and government entities in the community, such as the Laredo Development Foundation, City of Laredo and the Chamber of Commerce. Handle training requests for the specific industries, assist with the College's staff development training plan, assist in developing of new non-credit programs, review, order and submit necessary

requisitions for training instructional material, ensure that all required paperwork for training contracts are prepared and submitted to the appropriate College departments, assures that vendor license agreements are current. Assist with the student registration and course schedule for forthcoming semesters for the department. Promote to student body about Continuing Education programs and/or courses. Prepare the department's budget and submit it for the yearly approval process. Evaluate on a monthly basis department's budget. Responsible for overseeing the management of students in the non-credit program under Continuing Education's Fire Science Technology Program in partnership with the City of Laredo Fire Department. Promote marketing awareness about training services to the business community. Increase the College's role in the development of the local workforce.

September 1994 to August 1997

Communities in Schools Program
Martin and Nixon High Schools

Campus Service Manager

Developed a campus proposal for the assigned schools and developed, planned, coordinated and implemented program activities in accordance with state guidelines. Networked with local community organizations for the procurement of social services to program participants. Organized cultural activities and enrichment programs for the faculty, parents and participants for the school. Conducted on-going evaluation and documentation of participant's progress in student's files. Scheduled regular meetings with school staff and social service agencies and provided feedback of activities and status. Submitted biweekly and monthly reports. Publicized program services and recruited participants with assistance of school personnel. Data entered student information on the program's database and generated reports for monitoring of program's performance outcomes.

May 1992 to September 1994

South Texas Private Industry Council

Youth Program Coordinator

Recruited youth applicants for both the in-school and summer programs. Kept all allocated slots filled and followed instructions regarding corrective action on program standards. Enrolled, counseled, monitored program participants. Prepared, collected, and submitted time sheets for payroll periods and dispersed paychecks to participants. Maintained monthly documentation on participants terminated and followed-up on successful and unsuccessful participants. Attended seminars and administered training's to new staff. Supervised 25 staff employees during the summer youth program and was liaison to about 75 public employers for the placement of the participants at the worksite. Conducted the summer program's worksite supervisor's orientation on policies and procedures. Developed and maintained inter-agency worksite agreements with the public employers affiliated with JTPA. Networked and coordinated programs with Laredo, United, Mirando, and Bruni ISD's, Texas A&M at Kingsville, Southwest Texas State, Texas A&M International universities, Laredo Community College, County of Webb, and City of Laredo.

February 1992 to May 1992

South Texas Private Industry Council

Interviewer

Interviewed prospective JTPA youth participants to obtain and complete personal and financial data to determine eligibility of JTPA programs. Reviewed and evaluated applications to determine work history, job skills, education, training, and personal qualifications of applicants to suggest future skill training assessment personnel. Coordinated activities for participant enrollment with different components.

January 1991 to January 1992

Laredo Independent School District
Christen Middle School and Martin High School

Secondary Science Teacher

Instructed 7th through 12 graders in the science areas of Life, Earth, Physical, and GED on the essential elements of Texas. Developed lesson plans laboratory activities on chapter objectives. Coordinated and assisted a first year "in-school" science fair, in which winners advanced to the annual district's fair. Attended workshops in identifying ESL students and methods to facilitate the learning environment for the disadvantaged student. Participated in open houses, parent conferences and school staff meetings.

EDUCATION

Walden University

Currently a second year Doctoral student in Higher Education Leadership

Walden University

Master of Business Administration

October 30, 2011

Laredo State University (Currently Texas A&M International University)

Bachelor of Science in Secondary Education-Science Composite Major

December 1990

University of Texas at San Antonio

Biology major coursework

Laredo Junior College

Associate of Arts, 1988

Martin High School

High School diploma, May 1985

HIGHLIGHTS OF EMPLOYMENT ACCOMPLISHMENTS

Laredo Community College:

2016 State of Texas Community College Workforce Education course curriculum facilitator

2008-2013 Budget committee member

2008-2010 Co-Chair of the Curriculum Committee

August 2007 Appointed as the team leader for the Human Resources Team of the President's Leadership Teams.

2003 Collaborator with the City of Laredo's Fire Department in the development of Laredo Community College's non-credit Fire Technology Program through Continuing Education.

Member of the first Laredo Community College's (LCC) class (Leadership, Caring and Commitment), Institutional Effectiveness Committee member, Secretaries' Day Committee Chairperson and Staff Development Committee member.

Texas Workforce Commission:

Workin Texas (Internet-based job matching system) Trainer and State liaison

South Texas Workforce Development Board:

August 1, 2005 Coordinated efforts in the establishment of a satellite office for the Small Business Development Center at the Texas Workforce Center in Laredo.

July 2004 Established the first Memorandum of Understanding between the South Texas Workforce Development Board and the Small Business Development Center for establishing Entrepreneurial Development Opportunities to assist the business communities of Jim Hogg, Webb and Zapata counties. The purpose to provide education, training and consultation services to existing and pre-venture small business owners (employers) and acquire and obtain knowledge for self-sustaining employment opportunities.

The Laredo Chamber of Commerce:

2003-2006 Board of Director

2002-2003 Outstanding Board of Director of the Year

2001-2002 Committee Chairperson of the Year (Customer Service Committee)

2005 Small Business Administration Women in Business Champion of the Year Award

United Way of Laredo:

March 2009 Appointed Board Member

City of Laredo Public Library:

August 2008(3 year term) Appointed as an advisory committee member by

the city's district councilman

AWARDS AND RECOGNITIONS

2016 Board of Trustees Recognition award as LCC Ambassador during the Presidential Search

2016 College President's Recognition award as a committee member for the 5th year SACS Interim Report Team

2015 Texas Workforce Commission awarded a \$175,000 Jobs Employment Training grant for the Diesel program

2014 Texas Workforce Commission awarded a \$250,000 Dual-Enrollment grant for equipment for the HVAC program

2013 State of Texas Comptroller's Office awarded a \$225,000 Jobs Employment Training grant for the Welding program

2012 The Workforce Education Division received the "5-Star Award in the Educational Services category"

2011 Appointed as the Program Manager to develop, coordinate and manage the Culinary Arts program from the acquisition of the \$350,000 USDA grant

PROFESSIONAL ASSOCIATIONS

Texas Association of Career/Technical Educators, Texas Association of Continuing Education Administrators, Texas Association of Community Colleges Association, Texas Community College Instructional Administrators, Texas Women in Higher Education, Laredo Chamber of Commerce Customer Service Committee Chair (2001-2002), Laredo Chamber of Commerce Workforce Committee Chair (2002-2004), Laredo Chamber of Commerce Board of Directors (Chairman appointee 2002-2003 and re-appointed until September term and expires 2006), Laredo Chamber of Commerce Small Business committee member (2004-2005), Laredo Association of Human Resources Management (President-elect for 2007 and President for 2007), Society For Human Resources Management member, Laredo Business and Professional Women's Association Membership Coordinator, Laredo Development Foundation member and National Association of Workforce Development Professionals member.

REFERENCES PROVIDED UPON REQUEST

Letter of Transmittal

Roxanne I. Vedia
1839 Stonefield Lane
Laredo, Texas 78045
956-251-2115
vedia4@yahoo.com

July 16, 2017

To Hiring Committee
County of Webb
Laredo, Texas 78040

To Hiring Committee:

I am contacting you regarding the Director position with the Community Action Agency for Webb County. I have an interest in the vacant position with CAA. My qualifications and years of administrative experience are a contributing asset for the department.

My understanding of this position's role is to fully execute successful departmental functions through it's type of programs with dedicated staff thus making a difference to the citizens of this community. In addition, to uphold the integrity of this administrative leadership position with a professional outlook for Webb County.

My experience encompasses all aspects of a budget and grants.

I am a fast learner with strong initiative and go over and beyond to get the job done. I take new opportunities as a challenge with positive perspectives.

I am a dedicated employee with the capability to communicate with both my co-workers and customers professionally, efficiently, and with a team-oriented attitude. I look forward to an opportunity for an interview and hope to become a team member with the Community Action Agency where my skill set would be of the greatest benefit to the department and the County.

Sincerely,



Roxanne I. Vedia

Planned Approach

My goals are to ensure the department's credibility of the programs it offers, maintain fiduciary operations, assist the citizens of our community within the scope and limitations of the requirements of the programs, and foster a positive working environment among the staff. I to aspire to increase the number of individuals that may need assistance by securing additional funding through external resources from grant opportunities.

Scope of Service

My qualifications include development and management of a budget; grant research and development, implementation of grants, and the management, reporting and close out of grants according to funding agency requirements. Furthermore, I have the knowledge of various funding agencies and grant opportunities at the local/state/federal levels for external funding and capability to subsidize expenditures. I have built a networking pool of professionals from diverse industries and sustain collaborations with business/educational institutions/private and/or public organizations. I possess over twenty-six years of professional experience in diverse managerial positions which have encompassed the supervision of employees which include training, directing, ensuring job tasks have been carried out, providing feedback, stipulate disciplinary action when necessary, and administer performance appraisals.

I am knowledgeable of the CAA programs from a previous employment position I held with the JTPA (South Texas Private Industry Council) and with the South Texas Workforce Development Board, which now they are known as Workforce Solutions of South Texas. As their Youth Program Coordinator and later the Business Services Coordinator, those positions enabled me to know and understand public agencies and their programs.

Furthermore, my previous employment with Communities in Schools, I became acquainted with external resources with the various public agencies for the student's families in need of public assistance; such as the CAA programs offer.

Moreover, the CAA Self-Help Center has partnered with Laredo Community College Continuing Education department in previous occasions for skills training of their citizens. Training has included; computers, carpentry, GED/ESL courses.

References from Prior Employers

1. Phil Worley, Retired Administrator
Laredo Community College
956-286-3980
2. Rogelio Trevino, Executive Director
South Texas Workforce Solutions
956-722-3973
3. Rosaura Rodriguez, Executive Director
Communities In Schools
956-791-2199

— * * * * —

WORKFORCE SOLUTIONS

— SOUTH TEXAS —

A proud partner of the American  network

500 E. Mann Rd., Ste B5
P.O. Box 1757
Laredo, Tx. 78044-1757
Tel: 956.722.3973
Fax: 956.725.2341
www.southtexasworkforce.org

Rogelio Treviño
EXECUTIVE DIRECTOR

June 1, 2017

To Whom It May Concern:

This letter of recommendation is written on behalf of Mrs. Roxanne Vedia. I have known Mrs. Vedia for over 20 years both as a co-worker and a partner. It has been my pleasure to have collaborated on and worked with Roxanne on many endeavors dealing with Workforce Development, Economic Development, and Education and Training initiatives.

In knowing Mrs. Vedia for so many years I am able to say that she is a very intelligent and dedicated individual. I have observed her dedication and commitment to the economic development and growth of Laredo and South Texas. I have also observed the excellent rapport that she has developed with many private sector and community agencies in our State and in our region including but not limited to the cities of Austin, Laredo, Zapata, and Hebbronville, Texas.

It is my opinion, that Mrs. Vedia possesses all the skills necessary to be an excellent employee and I truly believe that she will be an asset for any organization that she is associated with.

It is with the utmost confidence that I recommend Mrs. Vedia for the position she is applying for. Please do not hesitate to contact me at (956) 722-3973 ext. 224 should you require any additional information regarding this letter of recommendation.

Respectfully,



Rogelio Treviño
Executive Director

Reference Letter Roxy Vedia

May 24, 2017

I would like to recommend Roxy Vedia for a position with your company.

Ms. Vedia would be an excellent fit for your organization. Her excellent communication skills, along with her problem solving skills and 20 plus years of dedicated leadership would be a tremendous asset to any organization. I have worked alongside Ms. Vedia and have seen firsthand her leadership abilities and her willingness to work with all levels of team members.

Ms. Vedia has been a successful leader and mentor throughout her career. Ms Vedia did an excellent job as Director of Workforce Education and Dean of Workforce Education at Laredo Community College. She was co chair of the Laredo Community College curriculum committee and made great strides to enhance the curriculum at Laredo Community College. She has supervised many staff members over the years and has demonstrated her problem solving skills in many different situations.

Ms. Vedia is extremely organized and professional. With her vast experience she has been able to demonstrate her organizational abilities.

I believe Ms. Vedia would be an excellent fit for any organization. She would be a tremendous asset to your organization.

In closing, Ms. Vedia through her experience and knowledge would be an excellent addition to your staff



Phil W. Worley

Retired Dean of Arts and Humanities Laredo Community College
philwworley@gmail.com

References

Cynthia Cardenas

Farmer's Insurance Agent/Branch Owner

956-724-8200

ccardenas1@farmersagent.com

Erik Ommen

Falcon International Bank

Senior Vice-President & Chief Compliance Officer

956-723-2265

eommen@falconbank.com

Martin Villarreal

Webb County Appraisal District

Chief Appraiser

956-718-4091

mvillarreal@webbcad.org



Tuesday, June 6, 2017

To Whom It May Concern:

It is my pleasure to recommend Ms. Roxanne I. Vedia for a position within your organization. I have known Ms. Vedia and her family for over twenty five years. During that time, I have observed her to exhibit many positive traits. However, one that stands out is her amazing ability to establish positive relationships with staff members, colleagues, students, parents, community members and professional organizations.

In her tenure as Dean/Assistant Dean of the Workforce Education Department at the Laredo Community College Instructional Division, she was instrumental in implementing, monitoring and evaluating college policies and procedures as related to the Work Force Education Division and Curriculum Development. She brought a spirit of community to her team and exemplified true professionalism.

In her career, she has consistently demonstrated her conscientiousness and genuine commitment to the education of both young and adult community members. In addition, she is a caring and dedicated individual who demonstrates professionalism and a strong work ethic. She is uncompromising in her quest for quality education opportunity for all students.

I highly recommend Ms. Vedia for a position within your organization. If you should need additional information, please contact me at 956-791 2199.

Sincerely,

Rosaura Rodriguez
Executive Director
Communities in Schools of Laredo, Inc.

01352 - Webb County - Community Action Agency Director - CAA

Contact Information -- Person ID: 33127453

Name:	Javier Ramirez	Address:	8709 Casa Verde Rd. Unit D-146 Laredo, Texas 78041 US
Home Phone:	956-334-6885	Alternate Phone:	
Email:	ramirez19javier70@yahoo.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/09

Personal Information

Driver's License:	Yes, Texas , 07016972 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Preferred Salary:	\$38.50 per hour; \$85,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Weekends , On Call (as needed)

Objective

To be appointed Executive Director, Community Action Agency

Education

Graduate School <i>University of Houston, School of Social Work</i> 9/1975 - 5/1977 Houston, Texas	Did you graduate: Yes College Major/Minor: Social Worker Degree Received: Master's
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College

<i>Unviersity of Houston, Houston, TX</i> 9/1972 - 5/1975 Houston, Texas	Did you graduate: Yes College Major/Minor: Psychology Units Completed: 100 Quarter Degree Received: Bachelor's
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Work Experience

Contract employee, License Clinical Social Worker 8/2005 - Present Ramirez Counseling Services 8709 Casa Verde Rd. Unit D-146 Laredo, Texas 78041 956-334-6885	Hours worked per week: 20 Monthly Salary: \$3,000.00 # of Employees Supervised: 0 Name of Supervisor: Jackie Lopez - Director, CAPS, Border Region Behavioral Health Center May we contact this employer? Yes
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Duties

Medicare and Medicaid provider
Numerous contract with agencies in Laredo
Conducted in-service training to UISD, LISD counselors and CAPS staff

Assistance on grant writing for CAPS.
Satellite South Laredo Dialysis Clinic

Reason for Leaving

still employed

Renal Social Worker

9/2004 - 12/2016

Satellite South Laredo, Dialysis Clinic
802 Guadalupe
Laredo, Texas 78040
956-729-7411

Hours worked per week: 40

Monthly Salary: \$5,600.00

of Employees Supervised: 0

Name of Supervisor: Daisy Torres, RN - Clinical
Manager

May we contact this employer? Yes

Duties

Conduct Psychosocial assessments
Enroll patients in Medicare, Medicaid, ACA, TX Kidney Health Care
Conduct training on how to deal with verbally and physically aggressive patients

Reason for Leaving

retired and continued to work part time at Border Region Behavioral Health Center

Assistant Director of Operations

4/1998 - 12/2000

Ruthe B. Cowl Rehabilitation Center
1413 Malinche
Laredo, Texas 78043
956-722-2431

Hours worked per week: 40

Monthly Salary: \$2,192.00

of Employees Supervised: 10

Name of Supervisor: Ms. Ruthe B. Cowl - Director

May we contact this employer? Yes

Duties

Responsible for billing, grant writing and computer operations
Laredo State Center (became Border Region Behavioral Health Center)

Reason for Leaving

left to start my counseling business

Executive Director

4/1996 - 3/1998

Laredo State Center (now Border
Region Behavioral Health Center)
1500 Pappas
Laredo, Texas 78041
956-794-3068

Hours worked per week: 40

Monthly Salary: \$2,115.00

of Employees Supervised: 120

Name of Supervisor: State of Texas - CEO

May we contact this employer? Yes

Duties

3. Responsible for a 12-million-dollar budget and oversaw operations in Webb, Zapata, Jim Hogg and Star Counties.

Reason for Leaving

left to join Ruthe B. Cowl Rehab. Center

Director

8/1987 - 3/1996

Webb County Community Supervision
and Corrections Department

Hours worked per week: 40

Monthly Salary: \$50,000.00

of Employees Supervised: 80

Name of Supervisor: Elma Salinas Ender, Judge, 341st

1110 Victoria, Suite # 104
Laredo, Texas 78040
956-523-4343

- Chairperson, Board of Judges,
May we contact this employer? Yes

Duties

Reported to a Board of Judges
Wrote grants and increase staff from eight employees to over eighty staff.
Implemented numerous programs
Wrote a grant for a forty-bed residential treatment center

Reason for Leaving

left to become Director, Laredo State Center (Border Region Behavioral Health Center)

Director of Social Work Services

3/1984 - 8/1987

Laredo State Center
1500 Pappas
Laredo, Texas 78041

Hours worked per week: 40
Monthly Salary: \$30,000.00
of Employees Supervised: 20
Name of Supervisor: Mr. Ramos - CEO
May we contact this employer? Yes

Duties

supervised other social workers who provided mental health services

Reason for Leaving

left to join charter Hospital

Certificates and Licenses

Type: Licensed Clinical Social Worker,
Licensed Number 09282

Number: 09282

Issued by: Texas Board of Social Work Examiners

Date Issued: 9 /1980 Date Expires: 12 /2017

Skills

Office Skills

Typing: 80

Data Entry: 80

Additional Information

Professional Associations

Former President, Kidney Foundation of Laredo, Active member

Professional Associations

Active member Pan American Golf Association (PAGA)

References

Professional

Lopez, Jackie

Director, CAPS, Border Region
Behavioral Health Center
1500 Pappas
Laredo , Texas 78041
956-794-3068

Professional

Garay, Monika

Dietitian

802 Guadalupe
Laredo, Texas 78040
956-729-7411

Professional
Argias, Patricia
Renal Social Worker
4151 Jaime Zapata Memorial Highway,
Suite # 105
Laredo , Texas 78046
956-791-8100

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
resume 2017.docx	resume 2017.docx	Resume	Job Seeker
CAA application.docx	CAA application.docx	Other	Job Seeker
resume 2017.docx	resume 2017.docx	Diploma/Degree	Job Seeker
degree	Javier Ramirez	Diploma/Degree	Esmeralda Vasquez

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?
A: Friend

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?
A: Yes

3. Q: Have you ever filed an application with us before?
A: No

4. Q: If yes, give date.
A:

5. Q: Have you ever been employed with us before?
A: Yes

6. Q: Are you currently employed?
A: No

7. Q: May we contact your present employer?
A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.
A: No

9. Q: On what date would you be available for work?
A: two to three week after being hired. I need to notify my employer on my plan to terminate my employment with them (Border Region Behavioral Health Center)

10. Q: Are you available to work:

A: Full Time

11. Q: Are you currently on "lay off" subject to recall?

A: No

12. Q: Can you travel if the job requires it?

A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?

A: No

14. Q: Do you have any relatives working here?

A: Yes

15. Q: Are you a military veteran?

A: No

Supplemental Questions

1. Q: Are you a military veteran?

A: No

The University of Houston

has conferred upon

Javier Ramirez

the degree of

Master of Social Work

with all the rights and privileges appertaining thereto.

In Witness Whereof, this diploma duly signed has been issued and the seal of the University hereto affixed.

Issued by the Board of Regents upon recommendation of the faculty at Houston, Texas,
on this fourteenth day of May, A. D. nineteen hundred and seventy-seven.

R. J. Farfel
Chairman of the Board of Regents

A. Hoffman
President



Gary A. Lloyd
Dean

Javier Ramirez, LCSW
8709 Casa Verde Rd. Unit D-146
Laredo, TX 78041
956-334-6885
ramirez19javier70@yahoo.com

Objective:

- To be appointed to Executive Director, Community Action Agency

Education:

University of Houston, School of Social Work

- May 1977, Masters in Social Worker

University of Houston

- May 1975, Bachelors in Psychology, Minor in Spanish

Employment History

Ramirez Counseling Services

- August 1999 to Present
- Sixteen years operating my counseling business
- Contract employee with Border Region CAPS Program since August 1, 2005
- Medicare and Medicaid provider
- Numerous contract with agencies in Laredo
- Conducted in-service training to UISD, LISD counselors and CAPS staff
- Assistance on grant writing for CAPS.

Satellite South Laredo Dialysis Clinic

- Renal Social Worker
- August 1, 2004, through December 31, 2016
- Conduct Psychosocial assessments
- Enroll patients in Medicare, Medicaid, ACA, TX Kidney Health Care
- Conduct training on how to deal with verbally and physically aggressive patients

Ruthe B. Cowl Rehabilitation Center

- Assistant Director of Operations
- April 1998 through December 2000
- Responsible for billing, grant writing and computer operations

Laredo State Center (became Border Region Behavioral Health Center)

1. Executive Director
2. April 1996 through March 1998
3. Responsible for a 12-million-dollar budget and oversaw operations in Webb, Zapata, Jim Hogg and Star Counties.

Webb County Supervision and Corrections Department

- Executive Director
- August 1987 through March 1996
- Reported to a Board of Judges
- Wrote grants and increase staff from eight employees to over eighty staff.
- Implemented numerous programs
- Wrote a grant for a forty-bed residential treatment center

Charter Hospital of Laredo

- Director, Social Work Services/Director, Quality Assurance Compliance Program
- March 1984 through August 1987

Laredo State Center

- Director of Social Work Services
- January 1980 through February 1984

Genetics Screening and Counseling Center

- Genetics Social Worker
- January 1979 through December 1979

Ruthe B. Cowl Rehabilitation Center

- Social Worker
- June 1977 through December 1978

Community Involvement and Accomplishments

- Former President, Kidney Foundation of Laredo, Active member
- Licensed Clinical Social Worker, Licensed Number 09282
- State Approved Supervisor for Clinical Social Worker
- Supervise MSW Interns
- Nixon High School, Mustang Legend, Class of 1970

Author:

- Coping with Separation and Divorce
- Eric von Frankenstein, A Modern-Day Tale

Hobbies:

- Active member Pan American Golf Association (PAGA)

Exercise:

- Walking

July 9, 2017

Webb County Commissioners' Court
1000 Houston Street
Laredo, TX 78041

RE: Letter of Transmittal

Dear Sirs:

I have read the requirements for the position of Executive Director, Community Action Agency (CAA). I understand I report to Webb County Commissioners' Court and receive feedback, direction and supervision from CAA Advisory Board. Aside reporting to Commissioners' Court, I will be responsible for grant writing, department budgets, monitoring agency's goals, agency evaluations, staff supervision, and Community Centers under the direction of CAA. My overall obligation is to the citizens of Webb County who are consumers of Community Centers

Directing a social service agency means having to make decisions regarding staff. In my previous jobs I've terminated staff due to non-compliance with agency job descriptions, rules and regulations, or personal misconduct. An agency's integrity is the most important stipulation as it is the main reason why an agency is funded. Thus, complex decisions must be made on behalf of CAA's Mission.

I'm committed to CAA one-hundred percent and would terminate my contract with Border Region Behavioral Health Center if hire as Executive Director. I would need at least two to three weeks to terminate my contract. This is necessary as I need sufficient time to inform my employer of my intentions on leaving my job.

Thank you for allowing me to submit my bid for the position of Executive Director.

Sincerely,

Javier Ramirez, LCSW
8709 Casa Verde Rd. Unit D-146
Laredo, TX 78041
956-334-6885
Ramirez19javier70@yahoo.com

Planned Approach:

Goals and Objectives to ensure the successful operation of Community Action Agency

Goal	Objective
1. To Remain compliant	To ensure critical indicators are identified, via contract with TDHCA and monitored on a monthly, quarterly and annual basis
2. Plans of Corrections	To develop and monitor plans of corrections
3. Accountability	To identify staff responsible for monitoring critical indicators and ensure monthly, quarterly and annual reports are submitted on a timely basis
4. Staff development	To plan and implement staff education via conferences, or in-house training
5. Consumer trainings	To plan and provide educational sessions on a quarterly basis to Center consumers on topics such as Medicare, Medicaid, Domestic violence, etc.
6. Fiscal Integrity	Establish and maintain a positive working relationship with TDHCA and Webb County Auditor's Office to ensure fiscal responsibilities are compliance
7. CAA Evaluation	To perform an annual agency evaluation for the purpose on forecasting growth
8. Communications	To establish and maintain open lines of communication with Commissioners' Court, CAA Advisory Board, TDHCA and Community Center consumers
9. Transparency	To share accomplishments with the public

Scope of Services:

My journey through life brought me to a crossroad. The road I prefer to take is the road that leads to the opportunity to administer an agency with enormous responsibilities to families of Webb County. The opportunity is to be appointed Executive Director to Webb County Community Action Agency.

On May 1975, I graduated from the University of Houston with a Bachelors' Degree in Psychology. By September 1975, I was accepted to the University of Houston, Graduate School of Social Work and by May 1977, I graduated with my Masters in Social Work. By September 1980, I earned my credentials as a Licensed Clinical Social Work (LCSW). On or about 1990, I became an "Approved Supervisor for Clinical Social Workers."

On August 1999, I became self-employed and opened my business under the name of Ramirez Counseling Services. I became a Medicare and Medicaid provider and held numerous contracts such as with Homeland Security, Webb County Head Start Program, Child Protective Services, Employee Assistance Programs and performed social studies for adoptions and divorce child custody cases.

In my years in the profession, I've been employed as a social worker, supervisor, program director and executive director. Each position allowed me to grow personally and professional. I've worked under the supervision of the Webb County Board of Judges, Community Justice Council and Board of Medical Director.

My overall professional experience made me into a renaissance man. This means I've experience many jobs, worked with many people of diverse backgrounds to include para-professional, attorneys, State of Texas executives, psychiatrists, nurses and more important worked most of my professional life with the indigent population of Laredo/Webb County.

As the Director of Webb County Probation Department, I wrote grants, designed and implement a forty-bed residential center for probationers with a history of alcohol and drug abuse. My staff grew from eight to eighty employees. My duties included working with a community justice council compromised of private citizens of Laredo. Their role was to provide input into the department's budget and goals.

As Executive Director for Border Region Behavioral Health Center (formerly known as Laredo State Center), I oversaw a twelve-million-dollar budget and supervised the delivery of mental health and mental retardation services to four counties (Webb, Zapata, Jim Hogg and Starr).

Being an executive director required me to work in concert with elected officials whose interest is to ensure taxpayers' monies are utilized efficiently and effectively. I believe on working together with elected officials, always understanding working together is better versus working against each other. In my professional roles I've met with consumers, made public presentations, travel to Austin to meet with State of Texas agency executives and eloquently campaign on behalf of Webb County families and their children.

The most important lesson I learned is the knowledge acquired to monitor programs. In my tenure as an employee I've learn to utilize the concepts

- a. Continuous quality improvement
- b. Critical indicators
- c. Root Cause Analysis

These concepts are designed to identify a problem, develop an action plan, assign staff to monitor it and educate staff to ensure the identified problem(s) is corrected. Utilizing these concepts are meant to safeguard future problems, develop new policy and procedures to address problem(s) and make certain an agency or program does not go into crisis mode. A program in crisis mode increases the likelihood of budgetary cuts or program termination. With poorly designed monitoring tools or lack of, the most affected are consumers and public who use said programs.

My focus once hired as Executive Director is to:

- a. To meet with staff, explain my expectation from each employee
- b. To develop educational/training programs for staff
- c. To meet with consumers of each Community Center
- d. To review program designs,
- e. To evaluate critical indicators
- f. To integrate any new requirements as set forth by TDHCA
- g. To monitor CAA's status as per contract with TDHCA
- h. To travel to Austin and meet with TDHCA executives
- i. To assure TDHCA Webb County's commitment to monitor/comply with said contract

An important footnote is I've written two books and am working on a third. My first book is title Coping with Separation and Divorce. The book details the women murdered in Laredo by their significant other from 1991 to 2012. Obtaining this information necessitated writing letters and being granted permission to use quotes and attaining information from Laredo/Webb County Health Department and Laredo Police Department.

My second book titled Eric von Frankenstein, A Modern-Day Tale, is about three Laredoans, a neurosurgeon, a nurse and a computer whiz. The neurosurgeon inherits a castle located in Snowflakes, Arizona. The story takes off once the trio arrives in Snowflakes.

The point I want to emphasize about my two books are my abilities to research and put into writing, concepts or thoughts. Being able to lead, digest and interpret information, directives or policies and procedures is an essential tool for an executive director. An executive director must have leadership skills, function at an elevated level and comprehend his/her role.

I, Javier Ramirez, possess said skills to lead the Community Action Agency.

Special Condition 1: On or about April or May 2017, I planned a trip to Las Vegas, NV. The date for my trip is set for Wednesday, September 13 thru Tuesday, September 19, 2017. This trip is paid for and I need to be off these days.

Special Condition 2: I'm scheduled to attend a meeting of NPAGA in Austin set for Wednesday, July 26, thru Friday, July 28, 2017. This trip has been paid for as well.

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Title Page

Name of Applicant: Javier Ramirez

Address: 8709 Casa Verde Rd. Unit D-146

Telephone Number: 956-334-6885

Email Address: ramirez19javier70@yahoo.com

Date: Friday, July 9, 2017

Javier Ramirez, LCSW
8709 Casa Verde Rd. Unit D-146
Laredo, TX 78041
956-334-6885
ramirez19javier70@yahoo.com

Objective:

- To be appointed to Executive Director, Community Action Agency

Education:

University of Houston, School of Social Work

- May 1977, Masters in Social Worker

University of Houston

- May 1975, Bachelors in Psychology, Minor in Spanish

Employment History

Ramirez Counseling Services

- August 1999 to Present
- Sixteen years operating my counseling business
- Contract employee with Border Region CAPS Program since August 1, 2005
- Medicare and Medicaid provider
- Numerous contract with agencies in Laredo
- Conducted in-service training to UISD, LISD counselors and CAPS staff
- Assistance on grant writing for CAPS.

Satellite South Laredo Dialysis Clinic

- Renal Social Worker
- August 1, 2004, through December 31, 2016
- Conduct Psychosocial assessments
- Enroll patients in Medicare, Medicaid, ACA, TX Kidney Health Care
- Conduct training on how to deal with verbally and physically aggressive patients

Ruthe B. Cowl Rehabilitation Center

- Assistant Director of Operations
- April 1998 through December 2000
- Responsible for billing, grant writing and computer operations

Laredo State Center (became Border Region Behavioral Health Center)

1. Executive Director
2. April 1996 through March 1998
3. Responsible for a 12-million-dollar budget and oversaw operations in Webb, Zapata, Jim Hogg and Star Counties.

Webb County Supervision and Corrections Department

- Executive Director
- August 1987 through March 1996
- Reported to a Board of Judges
- Wrote grants and increase staff from eight employees to over eighty staff.
- Implemented numerous programs
- Wrote a grant for a forty-bed residential treatment center

Charter Hospital of Laredo

- Director, Social Work Services/Director, Quality Assurance Compliance Program
- March 1984 through August 1987

Laredo State Center

- Director of Social Work Services
- January 1980 through February 1984

Genetics Screening and Counseling Center

- Genetics Social Worker
- January 1979 through December 1979

Ruthe B. Cowl Rehabilitation Center

- Social Worker
- June 1977 through December 1978

Community Involvement and Accomplishments

- Former President, Kidney Foundation of Laredo, Active member
- Licensed Clinical Social Worker, Licensed Number 09282
- State Approved Supervisor for Clinical Social Worker
- Supervise MSW Interns
- Nixon High School, Mustang Legend, Class of 1970

Author:

- Coping with Separation and Divorce
- Eric von Frankenstein, A Modern-Day Tale

Hobbies:

- Active member Pan American Golf Association (PAGA)

Exercise:

- Walking

01352 - Webb County - Community Action Agency Director - CAA**Contact Information -- Person ID: 33318532**

Name:	Robert Martinez	Address:	405 Nye Drive Laredo, Texas 78041 US
Home Phone:	956-237-9802	Alternate Phone:	956-717-9330
Email:	romartinez@webbcountytexas.gov	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	21/

Personal Information

Driver's License:	Yes, Texas , 10117779 , Class B CDL
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:	\$85,000.00 per year
Are you willing to relocate?	Maybe
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day

Objective

To fulfill the requirements for Webb County CAA Director, to the best of my ability.

Education

College <i>Texas A & I University</i> 9/1987 - 12/1991 Kingsville , Texas	Did you graduate: Yes College Major/Minor: Business Degree Received: Bachelor's
---	---

Work Experience

Director of transportation 3/2001 - Present Webb County Community Action Agency/El Aguila Rural Transit Department 4801 Daughtery Ave Laredo, Texas 78041 956-722-6100	Hours worked per week: 40 Monthly Salary: \$4,000.00 # of Employees Supervised: 13 Name of Supervisor: Mr. James Flores - Executive Director May we contact this employer? Yes
---	---

Duties

Insure department goals and objectives are met
Insure safe, efficient rural transit service to rural resident we serve
Prepare budgets and effectively manage said budgets
Review and monitors, approves, recommends departmental expenditures.
Provides leadership for decision making and problem solving within the department.
Oversees and conducts evaluations of department personnel.
Responsible and accountable for all performance of programs/services

Reason for Leaving

Still employed

Certificates and Licenses**Skills**

Office Skills

Typing:

Data Entry:

Other Skills

Windows PC/ Mac Skilled - 10 years and 8 months

Languages

Spanish - Speak, Read, Write

Additional Information**References**

Professional

Perez, Rafeal

Chief Deputy Auditor, Webb County

~~1110 Washington Street~~

Laredo, Texas 78041

956-523-4016

Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By
degree2017-07072017135420.pdf	degree2017-07072017135420.pdf	Diploma/Degree	Job Seeker
updated resume 2017.doc	updated resume 2017.doc	Resume	Job Seeker
refrences2017-07072017142418.pdf	refrences2017-07072017142418.pdf	References	Job Seeker
Robert Martinez letter of interest CAA.doc	Robert Martinez letter of interest CAA.doc	Cover Letter	Job Seeker
Scope of service CAA.docx	Scope of service CAA.docx	Other	Job Seeker
Plan approach.docx	Plan approach.docx	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?

A: Other

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?

A:

3. Q: Have you ever filed an application with us before?

A: Yes

4. Q: If yes, give date.

A: July 10,2017

5. Q: Have you ever been employed with us before?

A: Yes

6. Q: Are you currently employed?

A: Yes

7. Q: May we contact your present employer?

A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.

A: No

9. Q: On what date would you be available for work?

A: Anytime

10. Q: Are you available to work:

A: Full Time

11. Q: Are you currently on "lay off" subject to recall?

A: No

12. Q: Can you travel if the job requires it?

A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?

A: No

14. Q: Do you have any relatives working here?

A: No

15. Q: Are you a military veteran?

A: No

Supplemental Questions

1. Q: Are you a military veteran?

A: No

THE ASSOCIATED AMERICAN UNIVERSITIES

A Part of the Cross Asia Network System



Roberto Martinez, Jr.

having satisfactorily completed the Course of Study as prescribed by the Institution and having complied with all other requirements of the University is awarded the degree of

Bachelor of Business Administration

In Witness Whereof, our signatures are hereto affixed this **fourth** day of **December**, nineteen hundred **ninety-one**

Dr. A. B. ...

Robert A. Kelly ...



Robert H. ...

Dean ...

Arnold ...

ROBERTO MARTINEZ, JR

EXPERIENCE

2001-Present Webb County

Director of Rural Transportation

- Insure that departmental goals and objectives are met.
- Prepares budgets and effectively manage said budgets.
- Review and processes general request for payments.
- Review and monitors, approves, recommends departmental expenditures.
- Provides leadership for decision-making and problem solving within the department.
- Oversees and conducts evaluations of department personnel
- Responsible and accountable for overall performance of programs/services.

1999-2001 Sony Corporation of America, Laredo, TX

Safety and Environmental Director

- Oversee all OSHA and environmental concerns of the company.
- Establish policy and procedure safety program.
- Responsible for all safety and environmental task within the company.
- Maintain safety policy and procedure employee handbook in compliance of all federal and state regulations.
- Maintain MSDS sheets at appropriate locations.
- Review all co. vehicle losses and work related losses.
- Oversee all plant maintenance/construction sub-contractors.
- Federal OSHA 501 General Industry Trainer.
- Establish program for fire protection i.e. Equip. Brigade, etc.

1998-1999 Conoco Oil Co. / Arguindegui Oil Co. Laredo, TX

Safety Coordinator

- Supervise employees in accordance with DOT and OSHA regulations
- Drafted and edited a health and environmental policy and procedure employee handbook.
- Established training for fire prevention and accident prevention.
- Investigate laws concerning OSHA regulations for the Co.
- Establish periodic safety training for employees
- Documented training on health and environmental procedures.

1992-1997 United Independent School District Laredo, TX
Safety Supervisor/Assistant Director of Transportation

- Establish periodic safety training for the employees.
- Oversee that all employees are in accordance with safety gear in the shop area at all times.
- Established a comprehensive program for fire prevention.
- Assisted in drafting a health and environmental policy and procedure handbook.
- Inspect district facilities and identify environmental and safety concerns in campus environmental and health issues.
- Kept updated in the changing laws concerning environmental and safety of waste collections and disposal.

1988-1989 Casa Juarez Laredo, TX
Bookkeeper

- Managed and analyzed monthly and daily sales.
- Calculated employee commission on a daily basis.
- Processed designated customer and maintained their accounts.

EDUCATION

Graduated 1991 Texas A&I University Kingsville, TX

- BA, Business Administration.

INTEREST AND ACTIVITIES

St. Patrick Men's Club

Managed a division of the Mangana Ranch.

Responsible for the maintaining of livestock and farming.

American Cancer Society

Has been a participant in the Society for the past years.

Texas Southwestern Cattle Association

A program that emphasis the techniques needed for cattle development and proper cattle grazing.

Laredo Chamber of Commerce, Cola Blanca Deer Contest

A game management program, which emphasis hunting in South Texas. Civic involvement is a must.

LANGUAGES

Fluent in both English and Spanish

REFERENCE

Will be furnish upon request

405 Nye Drive AVE.*LAREDO, TEXAS 78045*PHONE (956) 717-9330

martinezrobert188@yahoo.com



Rafael Pérez
Chief Deputy Auditor
1110 Washington, Suite 201
Laredo, Texas 78040

Telephone (956) 523-4016
Fax No. (956) 523-5001

To Whom It May Concern:

This letter will serve to introduce Mr. Roberto Martinez who is currently employed as Webb County's Rural Transportation Director. In his dealings and associations with the office of the Webb County Auditor, Mr. Martinez handled his responsibilities with complete knowledge and conducted his business in a professional and courteous manner. I have no reservations in recommending Mr. Martinez to you as a knowledgeable, dependable and trustworthy person.

Sincerely,

A handwritten signature in cursive script that reads "Rafael Pérez".

Rafael Pérez
Chief Deputy Auditor



HONORABLE JUDGE OSCAR J. HALE
406TH Judicial District
HONORABLE JUDGE ELMA SALINAS ENDER
341ST Judicial District
HONORABLE JUDGE RAUL VASQUEZ
111TH Judicial District
HONORABLE FRANK SCIARAFFA
Commissioner Pct. 1
HONORABLE JUDITH GUTIERREZ
Commissioner Pct. 2

WEBB COUNTY
PURCHASING DEPARTMENT
1110 WASHINGTON ST., STE. 101
LAREDO, TEXAS 78040
(956) 523-4125
FAX (956) 523-5010

Eloy Ramirez, Jr.
Purchasing Agent

March 16, 2006

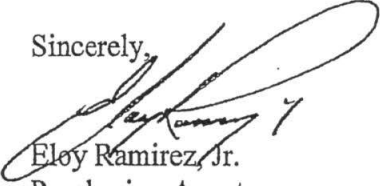
To Whom It May Concern:

Mr. Roberto Martinez is currently employed by the Webb County CAA-Rural Transportation Director. I have known Mr. Roberto Martinez approximately five (5) years during this time I had the opportunity to work with him in various occasions pertaining to the needs of his department. He is an outstanding individual that has excellent public relations and his effective communications skills made a difference in accomplishing the task on hand.

Mr. Martinez management skills would be an asset to any employer. Therefore, I highly recommend Mr. Martinez for any position that is forthcoming for your consideration.

If any additional information is required, feel free to contact me at (956) 523-4125.

Sincerely,



Eloy Ramirez, Jr.
Purchasing Agent

ER:fg



Webb County Risk Management

TO WHOM IT MAY CONCERN:

It gives me great pleasure to write this letter of recommendation for Mr. Robert Martinez. He is currently applying for a position within your organization.

Mr. Martinez is a very conscientious and dependable person who has initiative and much responsibility. He is always willing to accept new challenges.

During the last 10 years that I have known him, and worked with him in his capacity as Rural Transportation Director for Webb CAA, (during which time I was the Executive Director for same), he proved to be a professional and trustworthy individual. Mr. Martinez was always at the forefront with motivation, enthusiasm for the task at hand--- he always went the "extra mile" for his employees, clients, colleagues and community.

He is credited with having taken the program and turning it around by implementing and enhancing the departments organizational structure, improving employee morale, and introducing new and creative ideas that moved the program forward.

Mr. Martinez will be a great asset and a very valuable employee to any organization.

If any further information is needed, please free to call me at (956) 523-4143.

Sincerely,

Cynthia Mares
Administrative Services Director
Webb County

July 7, 2017

Dear Sir/Madam,

I am presently applying for the position of Executive Director, Community Action Agency. My credentials and previous employment history make me a viable candidate for this position. Presently, employed as Director of Transportation for Webb County, Community Action Agency, El Aguila for over fifteen (15) years where I'm responsible for the day-to-day operations of providing safe transit service for the rural residents of the county. To expand ways to obtain more funding through other transit related grants. To improve and expand our service to all areas of the county. To provide the elderly and disabled rural transit service to medical and other related transportation services. I'm responsible for every aspect of administrative duties review and monitor a 1.5 million budgets, and procurement equipment and buses. In the past, I had taken the role as Director of Safety, Sony U.S.A. Inc., which also deals with supervising many employees in regard to safety and other health and environmental issues in the workplace. Updated emergency response plan regarding health, safety and environment. Establishing safety committees to bring awareness and reduce loss time. Oversaw and procured over budgets for supplies and equipment and services for our Polymer project. I had been employed as Administrative Safety Coordinator for Conoco Oil Co., located in Laredo, Texas. One of my major accomplishments during my employment was drafting and editing a health and environmental policy and procedures manual. In addition, I was responsible for addressing the environmental concerns of the company, as well as, establishing company policies and assisting in the training of employees. Furthermore, I assist in the procuring supplies and materials for various projects and tasks. I am also knowledgeable in O.S.H.A. regulations, MSDS regulations.

Last, I held a position for United Independent School District located in Laredo, Texas. I served the district in the capacity as Assistant Director

Transportation, specifically in the area of safety & risk management, for over a period of six years. I was responsible for procurement of material for the district transportation issues. In addition, my duties involved budget coordination, training, and supervision of over department employees, as well as establishing policies and procedures and work standards within the district. I also worked collaboratively with vendors regarding buying recycled or environmental friendly products for our school buses, and district wide concerns. I was responsible for all procurement of transportation activities. Other duties also included participation in committee meetings regarding the districts insurance carrier, as well as, post periodic compliance checks brought forth by the carrier. Procuring vehicles and preparing agendas for committee meetings. On a personal note, I feel that the knowledge, skills, and competencies, which I have acquired through my years of work related and personal experiences would be a valued asset to this new position. If given the opportunity, I look forward to meeting with you and discussing my qualifications as well as your expectations in further detail.

Respectively,

Roberto Martinez, Jr.

Dear sir/madam:

The job duties that I carry out day to day have prepared me for the qualifications for Webb County Community Action Agency Executive Director

Managing the programs and the functions of each faucet

Supervising the operation community centers, vehicles

Dealing with the operations of grants applications and grants funds

Managing assigned budget, coordination of purchases and compliance within said grant

Coordinates activities with centers and with local and state public safety officials

Establishes and implements program policies and procedures.

Knowledge of principles and practices of program management

Knowledge of grant, economic, and management development principle

Knowledge of relevant federal and state laws, county ordinances, and county/ department polices and procedures.

Plan approach

Dear sir/madam:

The Webb County Community Action Agency during my tenure has gone through various Executive directors and through many changes. Programs have been added, others have been dropped. I have seen my fair share of funding increase and at times decrease. The goal and objective of the Community Action Agency is that to provide assistance for the low income community of Laredo and residents of Webb County.

My approach for this agency is that of:

Continued assistance of utility assistance

Looking to bring back rental assistance through CSBG, Community Service Block Grant

Continue the direct line of communication with advisory boards, governing boards, and designated community centers through Laredo and Webb county.

To better serve the community and have interaction and keep case workers fresh and involved, rotation of case workers is beneficial.

Continue to seek for funding