



**City of San Luis
Board and Commission
Volunteer Appointment Application**

(Please return application to City Hall, 1090 East Union Street, P.O. Box 1170 San Luis, AZ 85364)

Name: Joselyn J. Medina Date: 02/27/19

Residence Address: 2368 N. Barrios Ave., San Luis AZ Home Phone: _____

Mailing Address: PO Box 5409, San Luis AZ Alternate Phone: (928)919-6724

The City of San Luis requires all board and commission members to be residents of the City of San Luis. Do you live within the corporate limits of the City of San Luis? Yes No
Years Resided in San Luis 9 Years Resided in Arizona 9

List three Boards and/or Commissions you are interested in serving on:

- 1) San Luis Economic Development Commission Board 2) _____ 3) _____

Why are you interested in becoming a member of the Board(s) and/or Commission(s) you have selected?

I am interested in becoming a member of the San Luis Economic Development Commission Board to have the opportunity to provide my input and serve as representative of my community. The City of San Luis is growing rapidly and is bringing more opportunities for developments and companies to invest. Being part of this commission would give me an opening to learn about all the aspects that this growth brings to make proactive and forward thinking decisions (in accordance with our laws general, city code, and ARS) will affect generations to come.

Members are expected to attend all meetings of the Board/Commission unless otherwise excused. If a member is absent without excuse from three or more consecutive meetings, the City Council may remove this member from the Board/Commission and appoint another individual to serve the remainder of the term

The time commitment required for each board and commission varies depending upon the number of scheduled meetings and preparation time for those meetings. How much time can you commit to participate on a board or commission? Please be specific, i.e. number of hours weekly, monthly or quarterly.

I am able to meet as required, appropriate and advance notification needed.

BOARD AND COMMISSION APPLICATION

If a resume is attached, the Education, Work Experience and Civic Involvement portions listed below need to be completed.

Education:	Score	1	2	3	4	5
	Low					High

School	Degree	Year
<u>Indiana University</u>	<u>Career & Ed. Advising Certificate</u>	<u>2017</u>
<u>Northern Arizona University</u>	<u>Masters in Education</u>	<u>2013-2015</u>
<u>Universidad Estatal de Sonora</u>	<u>Bachelors in Business Administration</u>	<u>2002-2008</u>

Work Experience:

Company	Position	Dates
<u>Arizona Western College</u>	<u>Academic Advisor</u>	<u>2017- present</u>
<u>Southwest Jr. High</u>	<u>Teacher</u>	<u>2016-2017</u>
<u>City of San Luis</u>	<u>PIO/ Assistant to Council</u>	<u>2016</u>
<u>Arizona Western College</u>	<u>Clerk-Secretary</u>	<u>2010-2016</u>

Civic Involvements:

Organization	Position	Dates
<u>P31Home -SYCDVC</u>	<u>Board Member</u>	<u>2017- Present</u>
<u>Arizona Assoc. of Chicanos in Higher Ed.</u>	<u>Board Member</u>	<u>2017- Present</u>

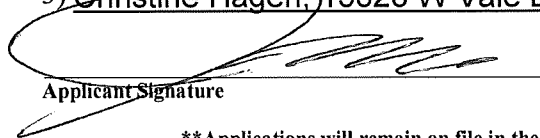
Additional Qualifications:

I have experience working in the City of San Luis, performing administrative duties. These duties included planning, developing and implementing public information strategies, public involvement and media relations. In addition, I provided secretarial support to the Office of the Mayor and Council.

TOTAL SCORE _____

Personal References, including addresses and phone numbers:

- 1) Maria Ramos, 1255 Ruiz Ave, San Luis, AZ (559) 3017460
- 2) Susanna Zambrano, 1340 N 8th Ave. San Luis, AZ (928) 314-9426
- 3) Christine Hagen, 15828 W Vale Dr. Good Year AZ (623) 2292908


Applicant Signature

02-27-10
Date

****Applications will remain on file in the Office of the Mayor and Council for one year from the above date****

Notice: In accordance to the San Luis City Code, Chapter 2, Section 2-4-6, The City of San Luis under Committees and Commissions states, Council may create such committees and commissions, standing or special, as it deems necessary. They shall consist of as many members and shall perform such duties as the council may require and shall exist at the pleasure of the council. For more information regarding rights and provisions of the San Luis City Codes, call (928) 341-8520.

Joselyn Medina
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Objective:

Contribute enthusiastically with the Goals and Objectives accomplishment of an organization where I can collaborate with my teamwork and communication abilities to design, develop, and implement projects all the way through deployment phase.

Competences:

Bilingual fluency English/Spanish (100% proficiency).
Organization and planning skills.
Customer Service Skills
Accountability, creativity, innovation, initiative, and leadership.
Computer skills such as Microsoft Office: Word, Excel, Power Point, Outlook, webmail, Acrobat Reader, Analyzer and SAP, Web Advisor, Datatel Colleague and Self-Service
Excellent Verbal and Written Communication Skills.
Budget Cost Centers Management.
Purchasing shopping carts administration.

Experience:

- Facilitator 2018
Arizona State University
Facilitated High School Transition courses for parents and students through the Arizona State University's American Dream Academy. Facilitated a college transition forum for parents and students. Provided Financial Aid, admissions, scholarship, planning for college tools and academic requirements information to participants.
- Academic Advisor/ Outreach Coordinator 2017- Present
Arizona Western College
Develop and implement advising and outreach strategies for STEM programs including a partnership with Arizona Western College (AWC) departments, University of Arizona (UA) and regional high school counselors/advisors, to assist students and create a Joint Outreach and Advising Plan. Develop and implement AWC/UA informatics pathway student support services by working collaboratively with faculty designers, Student Services, Academic Services, and UA South. Provide support services to first generation, Hispanic, low income, High school and college students with the admissions application, Federal Pell Grant application, and registration to courses relevant to their field of study.
- Emergency Teacher: Language Arts (Reading, Oral Language, Writing and Grammar PEEBS)
Southwest Junior High 2016-2017
Effectively utilize the Gadsden Elementary School District instructional management system to monitor and improve the effectiveness of instruction for English Language Learners (ELL).

Provide effective instruction for all students in the classroom. Participate in grade level, school-wide, and other meetings. Provide a learning atmosphere and environment conducive to the intellectual, physical, social, and emotional development of all students. Communicate with students, parents, staff, and community members. Develop, select, and modify instructional plans and materials to meet the needs of all students. Monitors appropriate use and care of equipment, materials, and facilities.

- Public Information Officer / Assistant to Council 2016
City of San Luis
Responsible for performing technical and administrative duties in planning, developing and implementing public information strategies using all aspects of public information, public involvement and media relations. Prepared reviews, letters, speeches, memorandums and press releases. Provide administrative and secretarial support to the Office of the Mayor and Council. Plans, assists and coordinates high profile special events. Participate on Employee Recognition committee and Marketing Committee.
- Registration Clerk 2012-2016
Arizona Western College
Assists students in the college admission, registration, financial aid, and scheduling of classes, take payments for tuition, fines, exams, assist faculty, organize and schedule and meetings, set up appointments/ proctor exams, file documents and supervise work studies.
- Senior Secretary 2010-2012
Arizona Western College
Provided general college information to staff, students, family members, and public with the usage of appropriate technology. Assisted students with financial aid applications, composed, edited, typed, and proofed correspondence, reports, memos, and other documents. Maintained and updated budget report, student database and confidential records, designed and maintained a functional filing system, Completed and routed purchase requisitions and work orders, tracked and maintained supplies and equipment inventory.
- Quality Supervisor 2009- 2010
Bose Corporation
Lead auditor for ISO/TS Audits, trained people in different and advance skills, maintained quality system records, identified, analyzed, and solved problems, created and maintained reports and graphs, identified non value added activities, supervised 39 people in 3 different areas, designed training programs, created electronic SharePoint's.
- Quality Administrator 2008-2009
Bose Corporation
Created, maintained and monitored, reports, graphs and records; reviewed and updated procedures and work instructions; scheduled meetings and events; composed, edited reports and memos, created purchase orders and work orders, designed budget reports and monitored spending.
- Secretary and Administrator 2006-2008
Clinica Milan

Customer service, sales, create and updated client's profiles and records, scheduled appointments, coordinated training events, elaborated spending and budget reports.

Education:

- Indiana University
Career and Education Advising Certificate 2017
- Northern Arizona University 2013-2015
Master's Degree in Education - Human Relations
- Universidad Estatal de Sonora 2002-2008
Bachelors in Business Administration.

Civic Involvement:

- Proverbs 31 Home (South Yuma County Domestic Violence Coalition) Board Member
- Arizona Association of Chicanos for Higher Education (AACHE) Member

Other courses or seminars:

Supplemental Instruction Supervisor Workshop
Positioning Yourself for Leadership workshop
Situational Leadership
Problem Solving Methodologies
QMS ISO/TS Lead Auditor
Lean Six Sigma Advocate Training
5's + 1
Visual Management
Layered Process Audits
Social Media & Marketing
Public Information Officer Seminar