

DATE: 1/31/2018

TO: Sun Metro

FROM: CAC Chair, George Zavala

ADDRESS: City Hall, 300 N. Campbell Street TELEPHONE _____

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of February 6, 2018

Item should read as follows: Appointment of Lori Vugteveen to the CITIZEN'S ADVISORY COMMITTEE FOR THE BOARD OF THE MASS TRANSIT DEPARTMENT by Chairperson

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: CITIZEN'S ADVISORY COMMITTEE FOR THE BOARD OF THE MASS TRANSIT DEPARTMENT

NOMINATED BY: CAC Chair, George Zavala DISTRICT: N/A

NAME OF APPOINTEE Lori Vugteveen
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

BUSINESS ADDRESS: N/A

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79903 PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?
NAME OF INCUMBENT: Lori Vugteveen

EXPIRATION DATE OF INCUMBENT: N/A

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: August 15, 2017

TERM BEGINS ON : August 15, 2017

EXPIRATION DATE OF NEW APPOINTEE: November 1, 2019

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

LORI L. VUGTEVEEN

OBJECTIVE

To secure a position in the Administrative/Accounting field with an organization, which requires a motivated, experienced, above-average person, and where individual performance and achievements are recognized, thereby allowing opportunities for growth and development.

SYNOPSIS OF QUALIFICATIONS

Administrative

- Skilled in operating modern office equipment, including: IBM and compatible PC's and all peripheral equipment; electronic calculator; copy and fax machines; etc.
- Prepare a variety of correspondence and office documents using appropriate computer software packages. All done in accordance with required format, form, and style.
- Excellent records management skills; maintain filing systems in accordance with prescribed filing requirements.
- Screen, sort, and distribute incoming correspondence; handle heavy phone volume, answer inquiries or redirect calls.
- Ability to interpret policies, regulations, guidelines, and procedures.

Other

- Skilled at analyzing work flow and procedures and establishing new procedures to affect cost and time-savings.
- Experienced at supervising and training other employees.

EDUCATION AND TRAINING

Dec 1989 to Feb 1991	International Business College <i>Administrative/Clerical</i>	El Paso, TX
	<ul style="list-style-type: none">• Mastered a variety of administrative and clerical skills.	
1970 to 1974	Eastwood High School <i>Diploma (General Academics)</i>	El Paso, TX

SKILLS

Typing – Tested at 59 wpm ◊ 10-Key by Touch at 300 keystrokes per minute ◊ Knowledgeable in use of MS Word, Excel, Open Office, AS-400 Terminal, Platinum for Windows, and Winbyte, Real World, Knowledgeable in use of Lotus 1-2-3 '97, Wordpro '97, QuatroPro.

EMPLOYMENT HISTORY

Sept. 2003 to Nov. 2004	Carpets West <i>Accounting Clerk</i>	El Paso, TX
June 2003 to Sept. 2003	Accountemps – (contract to Ramsey Steel) <i>Accounts Payable/Billing Clerk/Administrative Assistant</i>	El Paso, TX
Apr 1997 to May 2003	International Garment Processors, Inc. <i>Accounts Payable Clerk/Payroll Administrator</i>	El Paso, TX
	<ul style="list-style-type: none">• Experienced in maintaining Accounts Payable, via three-way matching process.• Research vendor discrepancies and provide resolution in a prompt and efficient manner.• Experienced in maintaining Payroll, to include scheduled ACH deposits for payroll taxes and scheduled quarterly tax reports; as well as other required payroll duties and providing employee assistance in inquiries.	

- Maintained time clock reports on a daily and weekly basis. Provided all Managers with necessary reports for payroll approval.
- Verified system generated vouchers for accuracy based on total hours, FICA and Medicare confirmed as calculating correctly via downloads to Excel.
- Assisted with audits in providing necessary reports, copies, and figures.
- Reconciled Accounts Payable and Payroll checks to bank statements. Made necessary general ledger adjustments accordingly.
- Assisted Controller with various general ledger account reconciliation on a monthly or quarterly basis.
- Audited Cafeteria sales and generated necessary general ledger entry as well as monthly sales use tax report to the State Comptroller.
- Experienced at maintaining petty cash, to include retrieving necessary receipts and expense reports.

Feb 1990 to
Mar 1997

Petro Stopping Centers (Corporate Office)
Credit/Cash Application Clerk

El Paso, TX

- Experienced in maintaining Accounts Receivable, to include billing and credit collections.
- Provide customers with copies of invoices and receipts as requested; resolve customer-billing errors through reconciliation.
- Assist on offering cost-plus programs to preferred customers.

Nov 1985 to
Oct 1989

Texas National Bank
Proof Clerk/Research Analyst

El Paso, TX

- Balance, encode, and endorse customer deposits and checks; prepare cash letter to affiliate banks.
- Research cash letter discrepancies and deposit discrepancies; reconcile interdepartmental errors.

Mar 1975 to
Nov 1985

Texas Commerce Bank
Proof Clerk

El Paso, TX

- Balance, encode, and endorse customer deposits and checks; prepare cash letter to affiliate banks.

HIGHLIGHTS OF PERSONAL STRENGTHS

- ✓ Superior professionalism in all aspects – demeanor, attitude, and experience.
- ✓ Unsurpassed professional and personal ethics.
- ✓ Accepts ultimate responsibility for customer/client satisfaction.
- ✓ Foresight to prioritize workload to meet deadlines.
- ✓ Ability to plan, develop, and implement policies and procedures.
- ✓ Thorough, accurate, and well organized in completing projects.
- ✓ Articulate and persuasive in written and verbal presentations.
- ✓ Quick study – ability to rapidly learn new techniques and procedures.
- ✓ Detail oriented, analytical; able to maintain a balanced, objective viewpoint in addressing problems.
- ✓ Stamina and know-how to undertake the most challenging situations.

ADDENDUM

I am accustomed to accepting responsibility, and am capable of working with people at all levels. Have the ability to work independently or as a team member. My training and work experience has allowed me to develop excellent interpersonal, organizational, and communication skills. My personal philosophy is that a job well done is a reflection of personal pride. I have a professional attitude, a good sense of humor, and a personal dedication to being the best at what I do.

PERSONAL BIOGRAPHY

In March 2004, I was having trouble with my right leg. Severe pain and progressive loss of ability to use that leg. I was in an accident in my car when I could not take my foot off the gas pedal and move it to the brake; thus, I lost control of the car. Luckily I was able to warn oncoming car, before hitting curb and bouncing off the sidewalk. That was when I realized something was seriously wrong. By July 2004, I was admitted as out-patient to have a spinal block performed. I was hoping that would help, but unfortunately it did not. My doctor wanted to do another block, but by August 2004, I could no longer move my legs or walk and was in severe pain.. I was diagnosed with Bruns-Garland Syndrome, one form of diabetic neuropathy. I was hospitalized for a month. All that rehab in Del Sol could do for me was to help me learn to transfer and do personal things with very little assistance. My Mom helped me as much as she could and even then it was extremely hard on her. I was taught by a peer counselor from Volar CIL in February 2005 how to ride the fixed route buses using my powerchair to get around town as much as possible.

I now am on my own and live on a fixed income. I do not receive any State Assistance (Medicaid). I applied to get extra help from Medicare. I was declined because I made \$19 too much (so much for having good paying jobs), I do not qualify for a personal care attendant, if I needed one it would be an out-of-pocket expense. I pay my own rent, utilities, prescriptions and doctor visits out of my Social Security Disability Income. Whatever money I have left over, I buy groceries and maintain repairs of my powerchair. Also, when I can afford to buy Sun Metro Lift tickets I purchase usually only 5. Use them to get to a medical appointment and then will take fixed route home. Otherwise, I use fixed route buses most of the time. I am exposed to much danger when I am out and about doing shopping and errands.

Much of El Paso's sidewalks, streets and businesses are inaccessible. I would like your consideration for a position on AAC and/or CAC. I have hands-on experience with the disabled community. Since I do live independently, it is imperative to work with the City of El Paso to assist in making the streets and neighborhoods more accessible. Also making the public aware of the higher volume of people in wheelchairs, walkers, crutches, brain injuries, visual and hearing impaired. The list goes on.

Kevin Bunce and Julio Perez, with Sun Metro, made me aware of AAC and CAC. Your time and consideration is appreciated. I look forward to becoming a part of this community outreach. I can be reached at (915) 274-4456.