

City of Santa Fe, New Mexico

memo

DATE: January 22, 2014
TO: City Council
FROM: Mayor David Coss 
RE: Appointments

I would like to make the following appointments:

Children and Youth Commission

Paige Aarniokoski – to fill unexpired term ending 1/2015 (Resume attached)

Santa Fe Water Conservation Committee

Nancy S. Avedisian

Division of Senior Services Advisory Board of Directors

Doug Schocke – term ending 1/2016 (Resume attached)
Tonie Ann Gallegos – term ending 1/2016 (Resume attached)
Rosemarie Trujillo – term ending 1/2016 (Resume attached)

Resumé
PAIGE AARNIOKOSKI
PO Box 23826
Santa Fe, NM 87502
505/ 690 – 8812 (cell)
paige.aarniokoski@gmail.com

Education:

- ❖ Masters, New Mexico Highlands University, Las Vegas, NM, 2011
 - ◆ Education: Curriculum and Development, emphasis in Reading
- ❖ TESOL Certified, Santa Fe Community College, Santa Fe, NM, 2012
- ❖ Bachelor of Arts, Scripps College, Claremont, CA, 2007
 - ◆ Major: Theatre Production
 - ◆ Minor: Economics
 - ◆ Thesis: "The Producers: Case Studies of Successful Producers in Non-Profit and For-Profit Theatre Companies"
 - ◆ GPA (Cumulative) 3.3
- ❖ Santa Fe Preparatory High School, Santa Fe, NM, 2004

Work Experience:

- ◆ Mentor Teacher Math, Breakthrough Santa Fe, April 2013 to Present
- ◆ After-School Math and Reading Tutor, Sylvan Learning Center, 2013 to Present
- ◆ Middle School Math Teacher, Ortiz Middle School, August 2010 to Present
- ◆ After-School Math Tutor, Ortiz Middle School, September 2010 to Present
- ◆ Manager / Innkeeper, The Madeline Inn, January, 2008 to August, 2010
- ◆ Substitute Teacher, Santa Fe Public Schools, 2008 to May, 2010
- ◆ Bartender (Catered Events), March 21, 2007 to 2009
- ◆ Assistant Residential Property Manager (Part-time)
Las Cruces, NM, 2004 to Present
- ◆ Culinary Internship, The Old House Restaurant, Santa Fe, NM
NM's only 4-Star, 4-Diamond restaurant, March to June, 2004
- ◆ Volunteer in scene shop at Santa Fe Performing Arts, Santa Fe, NM,
2002 – 2003
- ◆ Private Tutor of Spanish, Algebra and Geometry, Santa Fe, NM,
2001 – 2003
- ◆ Junior Innkeeper, The Galisteo Inn, Santa Fe County, NM,
1989 – 2001
 - My parents owned a 250-year-old historic hacienda with 12 rooms, stables, extensive grounds, and an intimate 4-Star restaurant

Other:

- ◆ Summer Institute Revisions to Curriculum Pacing Guide CCSS for SFPS, May 2013
- ◆ Interview Committee for SFPS for Middle/High School Math and Science Teachers, May 2013
- ◆ NM EPScoR Fire/Ecology Teacher Workshop, April 2013
- ◆ "Transforming the Math Classroom" Math Education Leadership Forum January, 2013
- ◆ After-School Theater Make-up Club Teacher, December 2012 – May 2013
- ◆ Community Partners Coordinator for Ortiz Middle School, 2013 to Present
- ◆ Box Top Coordinator for Ortiz Middle School, 2011 to Present
- ◆ Labels for Education Coordinator for Ortiz Middle School, 2011 to Present
- ◆ National Bartenders School, 2007
- ◆ Scripps College Economics Society Coordinator, 2005 – 2007
- ◆ Student Body Vice President, 2003 – 2004 (Santa Fe Preparatory High School)

References: available by request.

Nancy Avedisian

Associate Broker

Barker Realty Santa Fe

530 S Guadalupe

Santa Fe, NM 87501

505 988-4434/505 690-8682

nancyavedisian@gmail.com

www.yoursantafehome.com

EXPERIENCE:

Qualifying Broker, Owner, Plaza Realty de Santa Fe, Inc. 2005-June 2010

Real Estate Broker: 2000–present. Santa Fe Properties, 2000-2005

Construction Project Manager Assistant & Administrative Management: 2005-2010

Owner, NSA Legal Services: Legal Videography 1987-2000

Assistant to the Deputy for Cabinet Affairs, State of NM 1986

Paralegal to Anne Bingaman, Peter Shoenfeld, Sutin Thayer & Browne, Montoya Murphy & Garcia. 1980-1985

COMMUNITY WORK:

Member: City of Santa Fe Green Remodel and Addition Code Committee 2009-2013

Chair: Green Advisory Task Force, Santa Fe Association of Realtors 2009-2010

Board of Directors: Literacy Volunteers of Santa Fe 2003-2007, 2009-2011

Graduate: Climate Masters Course, February thru April, 2011

Green Building Council Member: Santa Fe Area Home Builders Association
Organizer (2008-2010) & Presenter (2010), SFAHBA Green Building Summit

Member: Green Resource Council, NAR

Advisory Committee, Literacy Volunteers of Santa Fe, 2007-2009, 2011-2013

Democratic Party Assistant Ward Chair, 46B

Member: Santa Fe Association of Realtors

Member: Santa Fe Alliance

Volunteer, Youth Shelters & Street Outreach 2008-2010:

2010 Donation Drive Coordinator, Obama inspired MLK days of service prior to the Inauguration. 500 people donated items from Youth Shelter Wish list. Biggest Drive ever at the Shelter. Filled the Halls & Warehouse

Advisory Board: Creative Writing Department, College of Santa Fe 1991-1997

EDUCATION:

2012-2013: Institute For Integrative Nutrition, Health Coaching Degree

2009 -2010: Green Technology & Design Studies at SFCC

2008-2009: Archicad Design Studies, SFCC

1992-2013: Writing Studies, SFCC & Private courses

1999-2000: Real Estate Broker's License, SFAR

1987: Videography & Film Studies at SFCC

1979: Paralegal Certification from the University of Santa Clara, California

1976: B.A., Sonoma State University, Liberal Arts and History, Honors & Distinction

PERSONAL:

35 year resident of Santa Fe.

MOM: 1984-present:

Daughter: Natural Resources Attorney, Modrall Sperling , ABQ, NM.

Son: Partner HURD Sound Studio, Worm Caretaker & Veggie Grower, Boston, MA.

Unpublished Author: Wrote a series of career role modeling books for preteen girls and also an award winning screenplay. Published works to date are the obituaries of a few very awesome people!

Yoga, Tai Chi & Qi Gong: 1992-2013

Worker: Cristo's Running Fence, Northern California, 1976. Built and Disassembled 18" tall, 24.5 mile long nylon curtain that ran through Sonoma and Marin Counties.

Douglass Schocke	210 La Cruz Road, Santa Fe, NM 87501
	Voice: 505-988-4299
	Internet: doug@schocke.com

Education and Training:	
Doctor of Philosophy , August 31, 1994, <i>Union Institute</i> , Cincinnati, Ohio Area	and Dissertation: Social Science: Social Investment in Gender Socialization
Master of Science , August 12, 1965, <i>Florida State University</i> , Tallahassee, Florida	
Bachelor of Arts , June 1965 (completed August 1964) <i>Greensboro College</i> , Greensboro, North Carolina	
Publications and Presentations	
Certificates:	April 2000 Learning Technology Certificate, NVCC.
	May 2000 Certificate in Information System Technology, NVCC.
	August 2002 A+ Certification, Comptia, Oakbrook Terrace, IL 60181
Information Technology Coursework and Training	

Employment:	
September, 1968 -June 2000 Northern Virginia Community College, 8333 Little River Turnpike, Annandale, Virginia, 22003-3796. Retired	
Fall 2000, Highlands University, Las Vegas, New Mexico, Adjunct Instructor	
Fall 2000, Santa Fe Community College, Santa Fe, New Mexico, Adj. Instructor	
Summer and Fall 2001, University of New Mexico- Los Alamos, N.M., Adj. Instructor.	
September 2001-June 2002, Academy of Technology and Classics, Santa Fe, N.M., Technology Teacher and Network Administrator.	

Special Recognition:	
Highest Score ETS cultural knowledge testing Spring 1962,	Greensboro College
Highest Score GRE general and in sociology, Spring 1964,	Greensboro College
Part-time Employment: Real Estate Broker, 1981-1990	
Million Dollar Sales Club, Washington Board of Realtors	

Advanced Courses:	
Florida State University, 12 Hours	
University of Maryland, 33 Hours	
University of District of Columbia, 6 Hours	
USDA Graduate School, 3 Hours	

Military Service:	
U. S. Army, 1959-1961	
U. S. Army Reserves, 1961-1965	
United States Military Academy Preparatory School, 1960-1961	

Tonie Ann Gallegos

PO Box 1542, Santa Fe, New Mexico

Phone: (505) 992-1022

Objectives

My objective is to serve on the City of Santa Fe Division of Senior Services Advisory Board of Directors.

Experience

Jimmy's Barbershop

Accountant - 1994 to 2000

Accounting duties included accounts receivable, accounts payable, bank deposits, maintaining receipt book, maintaining general ledger, reconcile bank account, and prepare quarterly tax reports.

Procurement duties included ordering items, inventorying, reviewing invoices, and making payments.

Administrative functions included handling incoming mail, maintaining files, and preparing correspondence.

Dillard's

Sales Associate – 1985 to 1986

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

Maintain an awareness of all promotions and advertisements.

Assist in processing and replenishing merchandise and monitoring floor stock.

Communicate customer requests to management.

Assist in completing price changes within the department.

Participate in year-end inventory and cycle counts.

Assist in ringing up sales at registers and/or bagging merchandise.

Gotta Minute Queen – Obtained the most credit card applications

Tonie Ann Gallegos

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Tiara Fine Glassware

Owner – 1976 -1985

Sold Fine Glassware

Possessed an outgoing personality and enjoyed dealing with customers.

Attention to detail on the various fine glassware products that were being sold.

Booked parties and recruited sales associates.

Sales leadership for selling the glassware product and providing lifetime warranty.

Business accounting to include reconciliations, accounts receivable, accounts payable and general ledger.

Procurement duties included ordering items, inventorying, reviewing invoices, and making payments.

Provided training on sales techniques and product demonstration.

State Police

Computer Operator – 1974-1975

Computer operator for case sensitive documentation.

Highway Department

Data Processing – 1967 to 1968

Data Processing for budget, payroll, gas receipts, and bids.

Mentor

1968 to 1985

- Sick Child Mentor- Provided own child with excellent child care and education. Assisted other parents as a mentor on how to deal with a sick child to provide care and educational support.

Organizations

- Foster Grandparent and Senior Companion Advisory Council – 2002 – Current
- VA Hospital Volunteer – 2200 hours of volunteer service
- Senior Advisory Board of Directors – 0/16/2002 through 01/2006 – Mayor Appointee
- SER Board of Directors – Job for Progress (Served as Secretary/Treasurer) - 1983-1984 – Worked with Alex Martinez
- Taught PE & Religion at St. Anne School - 1966-1967

**Rosemarie Trujillo
3336 Siringo Road
Santa Fe, New Mexico 87507
505-471-3336 (home)**

City of Santa Fe, Division of Senior Services, Advisory Board of Directors Member for six years

Experience:

November 1983 To October 1987 **New Mexico Taxation and Revenue (Transportation) Department; Financial Specialist IV;** Prepared daily deposits and monthly reports; reconciled cash balances; posted general ledger transactions; assisted preparing, posting and filing vouchers; mailed out state warrants, and supervised six employees at the Finance Bureau.

August 1981 To November 1983 **New Mexico Transportation Department; Financial Specialist III;** Posted and reconciled expenditures to ledgers, encumbrance ledger and voucher register to DFA Financial reports; prepared budget reports, analyze and maintain budget balances, cash balances, and encumbrances. Reconciled all agency accounts as well as coordinated budget adjustments requests, transfers, and journal entries. Processed end of the month transfer of funds to other agencies.

September 1979 To August 1981 **New Mexico Department of Transportation; Financial Specialist I and II;** Posted expenditures to ledgers, encumbrance ledger and voucher register reconciliation to DFA Financial reports. Reconciled and posted encumbrance documents, contract orders and requisitions for purchase. Calculated and prepared vouchers, per-diems and expenditures. Prepared financial status reports on encumbrances and expenditures. Reconciled accounts made budget adjustment requests, transfers and journal entries to budgets.

January 1975 To August 1979 **New Mexico Department of Transportation; Bookkeeper III;** Prepared and reviewed accounting forms and reports for proper completion, amounts, coding, discounts, taxes, etc. Gathered data from previous financial reports and computed information for special reports. Entered information on coding sheets for computer input and verified output against original documents. Prepared and reconciled special report for agency accounts.

July 1968 To January 1975 **New Mexico Department of Transportation; Bookkeeper II;** Verified accuracy of computer printouts and checked outgoing warrants against vouchers, amounts, payees, and warrant numbers. Prepared deposit slips and maintained logs of incoming and outgoing fiscal documents. Maintained files, prepared and verified refund vouchers and posted revenues to general ledger journal.

October 1967 To July 1968 **New Mexico Department of Transportation; Clerk I;** Received, totaled and deposited monies with State Treasurer's Office. Reviewed and verified incoming checks for accuracy before payments were made to appropriate agencies. Verified amounts, extensions, codes and totals on fiscal documents, and also verified the accuracy of computer printouts against input data.

October 1963 To October 1967 **Motor Vehicles Department; Clerk I;** Audited daily and monthly summaries of the department's field offices and maintained files for accounting documents.