

City of Santa Fe, New Mexico

memo

DATE: January 6, 2016
TO: City Council
FROM: Mayor Javier M. Gonzales
RE: Appointments

I would like to make the following appointments:

Mayor's Committee on Disability

Michael D. Wirtz – to fill unexpired term ending 1/2017 (Resume attached)

Capital Improvements Advisory Committee

Edmundo Lucero (Councilor Trujillo) – Reappointment – term ending 12/2017
Margaret B. VeneKlasen (Councilor Dominguez) – Reappointment – term ending 12/2017
Ted John Swisher (Councilor Maestas) – term ending 12/2017 (Resume attached)

Immigration Committee

Maria Jose Ugalde Alcazar – to fill unexpired term ending 2/2017 (Resume attached)

Santa Fe Regional Juvenile Justice Board

Richard Lindahl – to fill unexpired term ending 10/2017 (Resume attached)

Sustainable Santa Fe Commission

Linda Smith – to fill unexpired term ending 5/2016 (Resume attached)

Library Board

Rebecca R. Phillips – to fill unexpired term ending 7/2018 (Resume attached)
Anna Naruta-Moya – to fill unexpired term ending 7/2018 (Resume attached)

Planning Commission

Stephen Hochberg (At-Large) – to fill unexpired term ending 6/2016 (Resume attached)

Parks and Recreation Advisory Commission

Damon S. Archuleta – term ending 1/2018 Resume attached)

David Sidebottom – term ending 1/2018 (Resume attached)

Margaret L. (Peggy) Vasquez – term ending 1/2020 (Resume attached)

Victoria Bruneni – term ending 1/2020 (Resume attached)

Joseph “J.C” Linson – term ending 1/2020 (Resume attached)

Linda R. Jackson – term ending 1/1/2020 (Resume attached)

Warren B. Hix – term ending 1/2018 (Resume attached)

Bridget Wolf – term ending 1/2020 (Resume attached)

James William Stodgel – term ending 1/2018 (Resume attached)

December 9, 2015
161 D. Calle Ojo Feliz
Santa Fe, NM 87505

Mayor Javier M. Gonzales
City of Santa Fe, New Mexico
200 Lincoln Ave.
Santa Fe, New Mexico 87501

Dear Mayor Gonzales,

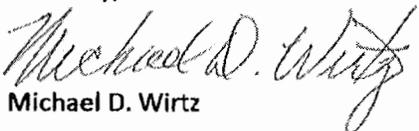
I am submitting this letter requesting that I be considered to replace my late wife, Sharon O'Neal Wirtz, membership on the Mayor's Committee on Disability. She passed away on 10/2/15 and I have been asked by several committee members to request permission to fill her position.

Currently I am assisting 6-8 women in the Santa Fe area who have Multiple Chemical Sensitivities. I help them by shopping for groceries, conducting household chores, driving them to and from doctor appointments, and reducing their exposures to toxic chemicals in their homes. I have a contract with the Aging and Long Term Services Department, Adult Protective Services Division, and also had a contract with Mi Via. In addition, I am involved with the Integrated Pest Management (IPM) program and was on the selection committee that recommended the hiring of both Fabian Chavez and Richard Fagerland.

My background also includes 33 years of employment with the United States Forest Service (USFS). Upon retirement 20 years ago I became a private land forestry consultant and wrote ten land management plans for land owners. In addition, I designed the entire Dale Ball Trail System and portions of the La Tierra Trail System. This included hiring and training of the nearly 50 trail crew members over a six year period.

If you need additional information please contact me. I would be honored with the opportunity to fulfill my wife's commitment on the Mayor's Committee on Disability.

Sincerely,


Michael D. Wirtz

(505) 983-9208

TED JOHN SWISHER
331 Fontana Pl. NE, Albuquerque, NM 87108

Phone: 505 986 5880 email: ted @sfhfh.org
Cell: 505 554 4654

Summary

Strong leader with 40 years' experience in the not-for-profit affordable housing field in both management and construction project management. Proven track record of getting results and achieving growth. Extensive experience in managing cross functional teams and developing partnerships. Specific areas of expertise include:

- **Program Management**
- **Affiliate Relations**
- **Corporate Partnerships**
- **Construction Management**
- **Communication**
- **Grant Management**
- **Supervision**

Professional Experience

Santa Fe Habitat for Humanity
Executive Director

Current

Lead an organization with a budget of over \$2 million annually. The organization recently completed its most productive year in its 26 year history by completing 8 new townhomes, 1 major rehab through MFA's House by House program, one re-roofing, and 4 solar hot water and solar electric installations on existing homes.

In the current fiscal year, we have completed 1 major rehab, 1 re-roofing project, and 12 additional small repairs from weatherization to a wheel chair ramp. We have served 14 additional families beyond our new construction work through the repair/rehab program while spending only \$13,000 of the affiliate's funds.

Santa Fe Habitat's program expense ratio was 92% with only 8% going toward fundraising and administration.

**City of Santa Fe
Senior Planner**

2008 - 2010

Managed the city's Affordable Housing Program which is a result of the City Council's passage of a very aggressive affordable housing ordinance.

**Centex Homes
Field Manager**

2006 - 2008

Supervised the construction of homes for one of the nation's largest home builders.

**Habitat for Humanity International
Vice President - United States and Canada**

1996-2005

Supervised a staff of 150 people and managed a direct budget of \$50M as the leader of the North American network of 1700 Habitat for Humanity affiliates. The consolidated revenue of the network was over \$500M with an annual production of 5,000 houses.

- Grew the organization from a network of 1200 affiliates to 1700 and a staff of 75 to 150 becoming one of the top 20 homebuilders in the country.
- Restructured the organization from 12 regional offices to 7 and eventually 3 with a resulting cost savings of \$800,000 in the final phase.
- Provided increased funding and management support to affiliates resulting in increased house building from 3,000 houses per year to a high of 6,000.
- Successfully managed federal grants totaling \$200 million providing land and infrastructure for 20,000 houses.
- Organized and obtained funding for a training event at Harvard Business School where 400 Habitat leaders received 3 days of instruction from Harvard faculty resulting in increased professionalism and effectiveness of the affiliate and headquarters operations.
- Created several national advisory boards to improve communication and increase affiliation within the network
- Improved affiliate relations from an environment of distrust and tension to one of collaboration through improved customer service and team building. Achieved an affiliate satisfaction rating of 90% and strengthened one of the strongest non-profit brands in the country.

**Executive Director
Sumter County Initiative**

1992-1995

Managed the total fundraising and construction process in order to meet an organizational goal of eliminating substandard housing in Habitat for Humanity's home county.

- Raised and managed an annual budget of \$1.5 million

- Supervised a staff of 60 that selected families and constructed of over 150 homes.
- Created a coalition of business, non-profit and governmental agencies that contributed towards the successful completion of the goal.
- Lead “blitz” building projects that resulted in annual weeklong projects where 20-30 houses were constructed from slab to finish in 5 days.

Executive Director

1989-1991

Habitat for Humanity Australia

Responsible for the creation of a Habitat for Humanity program in Australia.

- Developed affiliate organizations in 5 cities that built the first Habitat houses in the country.
- Implemented all aspects of this start up program including fundraising, communication, and construction.

Director of Affiliates

1983-1988

Habitat for Humanity International

Managed and directed the domestic work of Habitat for Humanity International and its network of affiliates.

- Developed an affiliate network that grew from 22 organizations to 360
- Provided management support and funding resulting in an increase in house building from 30 homes to 300 homes annually
- Established 10 regional offices with 50 staff throughout the U.S. and Canada resulting in improved training and technical assistance.
- Developed policies and procedures that provided consistency and protected the brand.
- Organized the initial Jimmy Carter Work Projects resulting in an increase in house building and public awareness for the organization.
- Supervised the construction of 30,000 square feet of office space on time and below budget.

Executive Director

1971 - 1982

Koinonia Partners

Managed the predecessor organization to Habitat for Humanity and supervised the activities of this community developed organization which included income generating businesses as well as charitable endeavors.

- Supervised child development programs, a 1400 acre farming operation, a low cost housing program, and a pecan products shelling, baking, and mail order business with a total budget of over 2 million dollars and assets of over 3 million dollars and employing over 75 people.
- Communicated the goals and objectives of the organization through newsletters and public speaking opportunities

- Raised over \$500,000 in annual charitable donations to provide childcare and home ownership opportunities to over 100 families.

EDUCATION

B.A. Degree Sociology Princeton University 1971

Maria Jose Ugalde Alcazar
Bilingual in Spanish and English
(written and oral)

2704 Via Caballero del Sur. Santa Fe, NM
505.204.0664

mugaldalcazar@gmail.com

EMPLOYMENT HISTORY

• 2014-Present

- **Business and Outreach Manager** – Earth Care, Santa Fe, NM. Duties: Internal support of programs, business and office management, outreach relationships.

• 2011-2013

- **Teacher's Assistant** – The New Mexico Academy for International Studies, Santa Fe, NM. Duties: Supporting lead teacher and children across all subjects. Teaching daily meditation and yoga with a focus on multicultural and somatic awareness. Developing lesson plans and projects.

- **Coffee Barista and Cashier**- Collected Works, Santa Fe, NM Duties: Making espresso drinks, cashiering.

• 2010-2011

- **Sustainability Education Coordinator, AmeriCorps service member** – Earth Care, Santa Fe, NM. Duties: Assist in the developmental process of Sustainability Education Programs (Eco-Schools and School Gardens) grounded in a social justice and cultural diversity framework for Santa Fe Public Schools; support existing community and school efforts for integrating sustainability and food justice awareness through an outdoor classroom platform.
- **Coffee Barista and Cashier** – The Tea House, Santa Fe, NM Duties: Taking orders, making espresso drinks, waitressing, answering phone, cashiering.

• 2009

- **Visual Arts Gallery and House Manager at Cultural Center** - South Puget Sound Community College SPSCC, Olympia, WA. Duties: Ran concessions, organized ushers, performed ticket and gallery sales, ushered, maintained gallery, aided with the development of marketing plan for shows and facility services.

• 2007

- **Self directed art and humanities facilitator (Independent Volunteering)**- La Paz, Bolivia. Duties: Developed and facilitated an educational program co-developed with participants, for children/ young adults who live and/or work on the streets, based on Paulo Freire's "Pedagogy of the Oppressed." Program ranged from literacy, somatic awareness, cultural relevancy and art.
- **Art teacher** - La Paz, Bolivia. Duties: Developed and directed art course for preschool; taught painting to 4-6 year olds. Assisted with directing of theatrical activities.
- **Visual Arts Gallery Assistant- Studio Gallery**- Washington, D.C. Duties: Maintained and ran gallery; performed sales; in charge of communication with artists, keeping inventory; directing and assisting with logistics behind exhibit set ups.
- **Media Outreach Specialist with Act Now to Stop War & End Racism**- Washington, D.C. Duties: Through Outreach worked to raise awareness of cultural and socio-economic issues rooted in institutionalized racism. Ran Spanish Media.
- **Barista** - Dancing Goats Coffee, Batdorf and Bronson- Olympia, WA Duties: Taught about coffee and its origins through serving coffee samples from diverse parts of the world. In charge of retail sales, store visual presentation and cashiering.

• 2005

- **Administrative Assistant/Translator** NAS (Narcotics Affairs Section) -U.S Embassy-Bogotá, Colombia. Duties: In charge of various NAS projects, providing administrative assistance, translation of documents/projects from Spanish to English and vice-versa. The work included the extensive use of computer programs, including Excel and Microsoft Word, amongst others.

• 2002

- **Translator (Internship)** -CESO International Services, Canadian Embassy- La Paz, Bolivia. Duties: translated international projects from Spanish to English and vice-versa.
- **Present one-on-one conversational teacher of Spanish and English**

EDUCATIONAL BACKGROUND

• 2011

María Jose Ugalde Alcazar
Bilingual in Spanish and English
(written and oral)

2704 Via Caballero del Sur. Santa Fe, NM
505.204.0664

mugaldalcazar@gmail.com

Evergreen State College. Olympia, WA. Visual Art, Education and Philosophy
Santa Fe University of Art and Design. Music with an emphasis on Acoustic Ecology.

• 2012

Berklee College of Music. Music Therapy

• 2015

Santa Fe Community College. Santa Fe, NM. Business.

REFERENCES

(Additional references upon request)

- Tony Abyeta, Visual Artist 575.770.2398
- Alex Renierie, Sierra Club 505.629.8923
- Amy Galanter, Educator 505.715.3609

Resume for Richard Lindahl

Richard Lindahl is a retiree from the State of New Mexico, having worked in many capacities for the Children, Youth and Families Department, Corrections Department, Governor's Office of Criminal Justice Planning, and the New Mexico Legislature.

Experience:

Richard served as the state's Juvenile Justice Specialist under the federal Juvenile Justice Act for many years, had overall responsibility for many federal grants and Legislative appropriations for subaward to local contractors, and coordinated staff services for the Juvenile Justice Advisory Committee appointed by the Governor. In this capacity, he supervised all Federal Programs for U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention grant programs administered by the Children, Youth and Families Department, including the Formula Grant with the Native American Pass Through funds, the Title V delinquency prevention grants, the Juvenile Accountability Block Grant, the Enforcing Underage Drinking Laws grant, and other special appropriation grants including Congressional earmark grant awards and state Legislative appropriations for graduated sanctions programs in New Mexico counties.

Richard previously worked in the state's Youth Authority, the Department of Corrections, and the Governor's Criminal Justice Planning Office in several juvenile justice planning, program development, and grants management capacities, and has extensive managerial experience supervising grants management bureaus and planning bureaus. He has helped several agencies design and structure their overall organizational plan for the grant management functions and responsibilities. Recently he helped the state Higher Education Department to restructure their federal grant management system and process. He has also worked for the state Legislature for 13 years, serving as staff for the House Health and Government Committee.

He also has extensive experience in analysis of data, identifying solutions, planning and program development, performing and supervising all grants management functions, and organizational development. He is skilled at helping disparate community organizations, agencies and local governments to work together collaboratively to improve juvenile justice operations. His experience includes developing partnerships with private sector business and civic groups He is also experienced at providing on-site training and technical assistance to cities and counties in areas of planning, visioning, values identification, and managing grants on topics such as justice system improvements and detention alternatives using the Annie Casey Juvenile Detention Alternatives initiative. He has trained in several states on these topics.

Mr. Lindahl has much experience with grant monitoring. He is also very experienced in all aspects of grant-writing, grants management, RFP drafting and development, review of proposals submitted under RFPs, serving on peer review teams for proposals submitted under RFPs, writing contracts, and evaluation of grants using outcome performance data.

Education: Mr. Lindahl has a Master's in Business Administration from the University of New Mexico, and a B.A. and Juris Doctor from the University of Minnesota.

Contact information: Telephone:505-310-4129, E-mail: rglindahl@gmail.com

Mailing address: 9 Duende Road, Santa Fe, New Mexico 87508

LINDA SMITH, LEED AP



EXPERIENCE

9Kft Strategies in Energy, LLC

President and Owner

Mar 2007 to Present

President and Owner of a consulting company focusing on energy efficiency in public buildings through performance contracting, with a specialty in program design and development for state energy offices.

Consulting Services

- Provided program strategies and technical assistance to state energy offices to develop or expand performance contracting programs
- Refined and updated the national model performance contracting documents for the U.S. Department of Energy to provide to states and municipalities. Led seven stakeholder groups to integrate input from industry experts and facilitated a review and comment phase by industry associations and government users
- Developed a variety of resources, tools and educational materials to help state programs and municipalities develop successful performance contracting programs
- Researched performance contracting practices, including numerous interviews with professionals and end-users.

Contracts (funding from U.S. Department of Energy, DOE)

- Cadmus Group, Inc. (Arlington, VA), Consultant - Sr. Associate III, May 2013 to Present
- Nevada Governor's Office of Energy (Carson City, NV), Consultant - Program Development, May 2013 to Present
- Colorado Energy Office (Denver, CO), Consultant –Documents Review, Apr 2015 - present
- National Association of Energy Service Companies (NAESCO), Researcher, Apr 2012 – Dec 2013
- ICF International (Fairfax, VA), Consultant - Subject Matter Specialist, Oct 2010 – Mar 2013
- Energy Services Coalition, Consultant - State Technical Support Liaison, Sep 2007 – Dec 2009

Contracts (private or other funding)

- Western Resource Advocates (Boulder, CO), Consultant and Program Advisor, Sep 2015 to Present
- Merrill Group, for Colorado Energy Office, Aggregated Projects for Small/Rural governments, May 2015 - Present
- Energy Services Coalition, Colorado Chapter, Marketing Specialist/Performance Contracting, Jul 2007 – Oct 2008
- Professional Engineering Consultants, Performance Contracting Specialist – Fleet Solutions, 2012

Colorado Governor's Energy Office

Senior Program Manager & Engineering Coordinator

Sep 1989 –Feb 2007

- Designed, developed and managed a performance contracting program to increase the use of performance contracting in state agencies, higher education institutions and municipalities throughout the state. Educated facility managers and facilitated projects. Worked in partnership with local ESCOs to raise the bar of industry standards. Facilitated over \$200 million in performance contracting projects.
- Launched a program on high performance design for new public buildings, promoting LEED practices.
- Developed a program to educate small/rural governments on cost-effective operation and management strategies to reduce energy use and operating costs.

EDUCATION

University of Colorado at Boulder, Boulder, CO

Master of Science Civil Engineering – Building Energy Efficiency Program May 1989

BOARDS

- Energy Services Coalition – National Organization 1995 - Present
Co-founder, elected to Board of Directors, elected as Vice-President of the Board of Directors and appointed Acting President.
- Energy Services Coalition – Colorado Chapter 2001 – 2007
Founder, appointed as Public Sector Co-chair
- Energy Services Coalition – Nevada Chapter 2014 - Present
Co-Founder, elected as Secretary
- City of Santa Fe’s Climate Action Task Force - Energy Efficiency and Renewable Energy Task Force 2014 - Present
- Western Resource Advocates, appointed to advisory group 2014-2015

AWARDS, HONORS, CERTIFICATIONS

- Governor’s STAR Award (State Top Achievement), State of Colorado 2006
- Pollution Prevention Champion Award, Colorado Department of Public Health and Environment 2005
- Green Thought Leader, National Renewable Energy Laboratory (NREL) 2006
- Green Leader, U.S. Green Building Council 2006
- Honored by Governor Owens at a national awards ceremony in Washington, DC, where the governor received an award for Colorado’s energy efficiency efforts through performance contracting (14th Annual Energy Efficiency Forum sponsored by the US Energy Association) 2003
- Innovation in Energy Management, U.S. Department of Energy 1996
- Featured in video on greening of commercial buildings, “Building Green in the Rockies” video series 2006
- LEED Accredited Professional, U.S. Green Buildings Council 2005
- Recognized by Energy Services Coalition (ESC) Board of Directors as co-founder and officer – certificate, 2005; plaque 2010, ESC taped webinar 2010
- Featured in a U.S. DOE publication as creating and managing a successful program; Rebuild Colorado: A Systematic Approach to Improve Performance of Public Buildings 2007
- Numerous national and local speaking engagements on energy performance contracting and state programs.

PUBLICATIONS

Numerous publications on energy performance contracting from research reports to technical guides to marketing materials. Published in U.S. Department of Energy website, *State and Local Energy Report*; *Energy Efficiency Journal*, Official Publication of the National Association of Energy Service Companies; Colorado Governor’s Energy Office, Energy Services Coalition, ASHRAE Transactions, ACEEE Proceedings, National Renewable Energy Lab (NREL) reports and Oak Ridge National Lab (ORNL) report. Professional reviews of studies and resources for NREL, RMI, and DOE.

REBECCA R. PHILLIPS, Ph.D.

2304 Calle Colibri
Santa Fe, NM 87505
505-982-3977 (home)
505-660-8381 (cell)

Professional Experience

Special Projects, staff (part time)

February 2015 – present

Santa Fe Community College
Santa Fe, NM 87508

Launched project to update all college policies. Establish calendar, standard approaches incorporating policy revisions into the shared governance process up to and including legal review as well as review and approval by the SFCC elected Board. Established standard glossary of terms and cycle time, including ongoing three year cycle.

Executive Director, Human Resources, interim

July 2014 – January 2015

Santa Fe Community College
Santa Fe, NM 87508

Provided leadership and direction to an academic Human Resources department including recruitment, hiring, compensation, benefits, new employee orientation, employee relations, employee assessment, management coaching and organizational development interventions as needed. Ensured currency of compliance policies and documentation, and ongoing quality assurance of human resource manual and electronic systems. Participate in recruitment, selection, hiring, on-boarding of permanent Executive Director, per limited term agreement.

Retired

September 2013 – July 2014

Executive Director, Learning and Development

August 2011 – August 2013

Presbyterian Healthcare Services
Albuquerque, NM 87106

Established an aligned training and development function for 100 year old healthcare system (hospital, ambulatory services, and insurance plan). Pulled together twenty-one training operations into single learning catalog and learning impact measurement system. Reviewed all mandatory training for all audiences: resulted in an annual cost avoidance of \$950K and reduction of 16,000 hours of training time.

Vice President, Education and Training & Associate Professor

August 2004 – July 2011

Cincinnati Children's Hospital Medical Center
University of Cincinnati, College of Medicine
Cincinnati, OH 45229

Vice President: Established an integrated education, training and development system for premier hospital and research organization in child health. Managed \$6 million budget and staff of 60. Ensured evidence-based education through design and implementation of needs based curriculum. Quality improvement practices resulted in annual \$750K cost avoidance. Received \$500K in outside funding. "Training Magazine" Top 100 Training Organization award in first year of application.

Academic (pediatric medicine) Library improvements include reduction of \$110K in redundant subscriptions and targeted acquisition of new services, paperless approach. Education space utilization project expected to double physical space usage from 32% to 64%; while offering more classes online; thereby decreasing likelihood of additional classroom building.

Associate Professor: Taught in the Masters in Medical Education program

<http://www.santa-fe-community-college.edu/~mmed/mededu.html>

Oversaw creation of physician and research leader development program. Led the Digital Classroom for distance learning, domestic and international (Europe, Africa and Asia). Supervised Simulation Center. Served on Continuing Medical Education steering committee, transition from state-only to national CME granting institution. Negotiated credit for faculty development offerings.

Human Resources

September 1985 – August 2004

Los Alamos National Laboratory
Los Alamos, NM 87545

Deputy Director, Human Resources: Managed and co-directed the Human Resource Division of more than 200 people and budget of \$20 million. Established several successful practices emulated throughout Dept. of Energy academic laboratories.

Los Alamos National Laboratory & Motorola, Inc.

**Director of Research, Library and Information Services and Associate Director, Center for Knowledge Management and Research—Research, Knowledge Management, and Information Services
Industrial Fellow (first non-technical executive on loan) Motorola University, Human Resources, Motorola, Inc., Schaumburg, IL 60173**

Led unique industrial university research capability. Developed library and information system for knowledge transfer. Taught organizational research at universities in Malaysia and Singapore. Human Resources: defined job families and level within for MU associates focusing on information specialists, research and alternative delivery, and leadership supply. Authored: Case studies of industrial and government research organization collaboration.

Special Assistant and Human Resources Manager, Laboratory Director's Office: Managed HR resources, services, processes and procedures for Laboratory Director's Office and for the Deputy Directors for Science and Technology and for National Security. Institutional responsibility for all aspects leadership development and talent management. Designed and implemented first workforce review process, succession management program, and comprehensive executive development curriculum.

Director, Laboratory Training Office, Group Leader, Employee and Organization Development, Training Officer, Training Accreditation Program: developed and implemented comprehensive Laboratory Training Program. Devised both prioritization and categorization models for funding training; eliminated \$3 million in duplicated requests during first application. Worked in partnership with line managers to identify and meet emerging needs. Managed an educational video production studio. Started as technical training specialist.

Section Leader, Special Employment Programs: led team identifying, recruiting, and developing the workforce of the future. Responsible for twenty programs involving 1,000 students and 50 staff members. Responsible for Housing Office, managed 120 units.

Guidance Services Director

1983 – 1985

Santa Fe Community College
Santa Fe, NM 87501

Designed and implemented department to open the College in 1983. Administered instructional support services – student advising, grant proposal writing, teaching, fiscal management, and test coordination.

Director, New Mexico Career Information System

1978 – 1983

University of New Mexico

Albuquerque, NM 87131

Successful grants authorship for \$45K annually. Authored: A Recruitment Package for Post-Secondary Vocational-Technical Education. Printed under NMCIS grant from NMSDE-VTE, May 1983.

Director

1976 – 1978

Perry County District Library
New Lexington, OH 43764

Administered a county system of main library, six branches and bookmobile for 27,000 people. Oversaw successful bond issue for new main library.

Program Supervisor

1974 – 1976

Chicago Public Library
78 E. Washington Street
Chicago, IL 60601

Study Unlimited Program—developed, administered and coordinated non-traditional, technology-based high school equivalency and Associate Degree program; secured ongoing grant funding. Joint grant with City Colleges of Chicago.

EDUCATION

University of Minnesota
Minneapolis, MN 55455

December 1972
B.A. in English

Rosary College
River Forest, IL 60305

August 1974
M.A.L.S.

University of New Mexico
Albuquerque, NM 87131

May 1982
Ph.D., Curriculum and Instruction/Adult Education
(Learning and Development)

Dissertation: The Relationship between the Professional Career Development Cycle and Adult Life Cycle for Women and Men

AWARDS AND HONORS

Beta Phi Mu, National Honor Society for Librarians	1974
Phi Delta Kappa, National Fraternity for Professional Educators	1980
Distinguished Performance Award, Los Alamos National Laboratory	1987
Mentor Award, Los Alamos National Laboratory	1997
Industrial Fellow, Los Alamos National Laboratory	1998 – 1999

COMMUNITY SERVICE AND BOARDS

Board of Directors, American Society for Training and Development (ASTD)	2007 – 2010
ASTD Workplace Learning Awards Committee: Lifetime Achievement, Distinguished Achievement, and Champion of Learning. Chair	2009 – 2013 2011 – 2013
Corporation for Public Broadcasting, Public/Community Member PBS Ethics Policy Review Committee. Designed Ethic Training Program	2010 – 2011
United Way of Central NM, Community Grants awards subcommittee	2012 – 2013
KUNM, Public radio advisory board. Conducted roles and responsibilities training	2012 – 2016
Planned Parenthood of NM, “Breakfast of Champions” planning committee	January 2014

PROFESSIONAL ORGANIZATIONS

National Society for Performance and Instruction	1984 – 1994
Vice President, Distance Learning Chapter	1988 – 1989

Awards Committee	1987 – 1988
Mountain Plains Adult Education Association	1978 – 1993
Book Review Editor	1989 – 1990
American Society for Training and Development	1993 – 2001 / 2005 – present
Member, National Issues Task Force	1993 – 1998
Member, National Board of Directors	2007 – 2010
Chair, Workplace Learning and Performance Awards	2011 – 2013

PUBLICATIONS (select)

Chapters:

Hahn, HA, Phillips, R: "Understanding Scientific Knowledge Communities: A Model for R&D Managers, Derived from Work at Los Alamos National Laboratory," Appendix in *Smart Business: How Knowledge Communities Can Revolutionize Your Company*. Dr. Jim Botkin. The Free Press, New York, New York, 1999.

Phillips, R: "Developing the Appreciated Leader: Leader Development at a Teaching Hospital," in *The Executive Guide to Integrated Talent Management*. Kevin Oakes, Pat Galagan. ASTD: Washington, DC, 2011

Articles:

Phillips R: Videocassette reviews for *The Booklist*, 1974 – 1976.

Phillips R, Bova B: The Significance of the Mentor Relationship in Career Development. *Mountain Plains Journal of Adult Education*, Fall 1981, Vol. X(I): 5-10.

Bova B, Phillips R: Hispanic Women at Mid-Life: Implications for Higher and Adult Education. *Journal of Adult Education*, Fall 1989.

McLinden, D; Phillips, R. Hamlin, S.; Helbig, A.: "Cost evaluation and future possibilities: Forecasting cost effectiveness of healthcare interventions." *Performance Improvement Quarterly*, 22(4), 7-21, 2010.

Vaughn, L.M.; Phillips, R.: "Intercultural Adjustment for Cultural Competence in Shared Context 'The Company We Keep'." *The International Journal of Interdisciplinary Social Sciences*, 2009, 3(11): 1-12.

Phillips R., Vaughn L.: *Diverse Ways of Knowing and Learning: The Impact of Culture*. *The Open Medical Education Journal*, 2009, 2, 1-8.

PRESENTATIONS (select)

The Second International Conference on Interdisciplinary Social Sciences, Granada, Spain, "Integrated Learning System: A New Paradigm for Changed Behavior," July 2007.

CCHMC Women's History Month, Cincinnati, Ohio, "Women's Art: Women's Vision," March 2008.

ASTD 2008 International Conference & Exposition, with D. McLinden and A. Helbig, San Diego, California, "Scorecards: Using Strategy Mapping to Link Education to Organization Outcomes," June 2008.

The Third International Conference on Interdisciplinary Social Sciences, with L. Vaughn, Tuscany, Italy, "The Psychology of Intercultural Adjustment: Tools for Self-Awareness and Practice," July 2008.

American Evaluation Association, with D. McLinden and A. Helbig, Denver, Colorado, "Evaluating Opportunities to Optimize Learning and Economic Impact: Applying System Dynamics to Model Training Deployment in a Medical Center," November 2008.

ANNA NARUTA-MOYA, PhD, CA

P.O. Box 2611, Santa Fe, NM 87504 | (510) 418-6541 | anna@annanaruta.com

ARCHIVIST CREDENTIALS

Certified Archivist, Academy of Certified Archivists | **Digital Archives Specialist Certificate**, Society of American Archivists | Society of American Archivists **Archival Standards Committee Member**

EDUCATION

- PhD**, Anthropology, Historical Archaeology concentration 2006
University of California, Berkeley, Berkeley, CA
- MA**, Anthropology, Historical Archaeology concentration 1998
University of California, Berkeley, Berkeley, CA
- BA**, Anthropology, minors Statistics and Black Americana Studies 1997
Western Michigan University, Kalamazoo, MI

PROFESSIONAL EXPERIENCE

Consulting Archivist 2014-present

Independent Practice, Santa Fe, NM

- **Santa Fe Opera:** Assist with planning, conduct appraisal, preservation assessments, and develop plan for archives management and public access. Develop plan for preservation of VHS video recordings and oral history audio cassettes, migrating content to electronic formats to be stored in digital environment meeting at least Level 1 or higher of the Library of Congress, National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. Develop digital access to key materials in institutional history. Make preservation recommendations and develop vendors and cost reports. Conduct grant-funded digital reformatting and preservation activities in time for 60th anniversary research and access.
- **Mesa Prieta Petroglyph Project:** Preservation Grant, State of New Mexico Historical Records Advisory Board (NMHRAB) 2014-15 **Digital Preservation Project** to bring the Born-Digital Records of the MPPP to Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation, including planning and implementing redundant, geographically separated managed server storage and measures to guard against bitrot.
- **Northern New Mexico College:** Preservation Grant (NMHRAB) 2014-15 **Inventory and Assessment Project** Conducted Initial Inventory, Appraisal, and Recommendations in Phase 1 project to assist NNMC's original El Rito campus in their work to create a university archive from unassessed materials dating from the last 100 years.

Archivist – Advanced 2013-present

State of New Mexico Department of Cultural Affairs Historic Preservation Division, Santa Fe, NM

- Serve as the archivist for high-use records, developing and implementing new procedures to improve access and preservation. Process legacy collections. Worked with management to form cross-department Digital Preservation working group. For sister institution Museum of Indian Arts and Culture, Project Director, Indigenous Digital Archive project (<http://native-docs.org>), an online access project using open annotation, International Image Interoperability Format (IIIF), and a guided crowdsourcing program among native people to create effective access to mass digitized documents important to New Mexican tribal communities. Conducted Records Management Survey and Records Inventory of agency's head office. Created master location register. Appraised records and provided updates to revised Records Schedule. Prepare reports recommending records disposition. Make preservation recommendations and develop vendors and cost reports.

Archivist (GS-12), Acting Director 2010-2013

National Archives at San Francisco, San Bruno, CA

- In repository of over 10 linear miles, conducted archival arrangement and description, especially in support of processing backlog collections, and provided reference for complex reference queries. Designed and oversaw digitization pilot project. As acting director, oversaw staff of 11.

Archives Specialist 2009-2010

Hoover Institution Archives, Stanford University, Stanford, CA

- Conducted archival arrangement and description, creating finding aids published on the Online Archive of California, and provides reference on 20th century collections and specialized reference on collections related to Chinese American history in collections of over 27 linear miles. Prepared finding aids published on the Online Archive of California (a site allowing searching across multiple repositories). Conducted preservation assessments and worked with preservation department as necessary.

Manager of Collections for Global Headquarters 2009

Internet Archive, Presidio of San Francisco, San Francisco, CA

- For large digital repository (5.8 Petabyte and growing) in XML environment digitizing 3000 new items monthly for over 100 libraries throughout the US and internationally, analyzed mass digitization, metadata production, and other intake workflows for efficiency, developed improved workflows and provided training for offsite scanning centers. Project manager for core data table update project. Appraised and advised on metadata schema for new collections intake.

Created user documentation.

Landmarks Board Member, Chair

2009-2012

City of Oakland, Community and Economic Development Agency, Oakland, CA

- Analyzed and evaluated staff reports, project proposals, and public comment in order to evaluate historic resources and potential impacts of proposed actions involving historic resources throughout Oakland, California. Served on Board Committee to implement Mills Act Tax Credit program for City.

Director of Archives

2005-2009

Chinese Historical Society of America Museum, San Francisco, CA

- Responsible for project management for multiple multi-institution collaborations. Responsible for assessing current state of collections, collections care, and records management. Completed reports to staff and board. Planned and performed board and staff trainings. Worked with staff and board to create and adopt organization's first collections policy, to govern archival and museum collections developed over 45 years of acquisitions. Planned and managed preservation assessment and improvement program. Responsible for archives and records management, including reestablishment of registration log and other intellectual control documentation, loan and donation documentation, and archival description. Planned and performed archives and records management, developed staff and board trainings, assessed collections management and exhibition programs, and developed partnerships. Analyzed operations and developed improvements to programmatically reduce exhibition costs while increasing visitors, and developed and project managed historical interpretative publication series which reduced usual publication costs by two-thirds while increasing distribution and sales revenue. Established significant exhibition and programming partnerships with the Oakland Museum of California, Historical Society for the Northern District of California (a historical society of federal judicial history), and City Lights Foundation

Cultural Resource Consultant

1999-2010

University of California, Berkeley, Archaeological Research Facility, Berkeley, CA (through 2005); then as Independent Consultant

Work included Project design, budget development, financial tracking, and internal and public reporting for multi-year Sponsored Project archaeological research partnership of the University of California, Berkeley, the Golden Gate National Recreation Area, and the Presidio Trust; collaborative research with Kashaya Pomo

TEACHING EXPERIENCE

College of Marin, Kentfield, CA

Lecturer (Class IV Step I Instructor) – Introduction to Cultural Anthropology

2005

- Developed syllabus and overall course structure, and administered all grades.

University of California, Berkeley

Teaching Assistant – Various Courses in Anthropology; Mass Communications

1999-2005

AWARDS

Fellow, 2015 Getty Foundation Summer Institute in Digital Humanities, UCLA • Research Associate Professor, Maxwell Museum of Anthropology, University of New Mexico • 2014 New Mexico History Scholar • Invited member of research and project planning group, Stanford Chinese Railroad Workers of North America Project, Palo Alto, CA, 2012 • Employee of the Month, US National Archives • #1 Ranking, Museum Curator Competitive Examinations, State of California • Partners in Preservation Award, Oakland Heritage Alliance; feature in University of California Berkeley's development magazine *The Graduate* • PhD Summa Cum Laude; Bancroft Library Summer Study Award for archival research; National Science Foundation Graduate Fellowship; US Education Department Foreign Language and Area Studies Award; Princeton-in-Beijing total immersion language program • Honors College honoree; Department's Presidential Scholar; Phi Beta Kappa; Awarded Life Membership : Pi Mu Epsilon Mathematics and Statistics Honor Society

SELECTED PROJECTS

For the Museum of Indian Arts and Culture located in Santa Fe, New Mexico, I have been developing and seeking grant funding for MIAC's **Indigenous Digital Archive project (native-docs.org)**. This is a project to build effective access to and collaboration with mass-digitized archival documents related to Native peoples. Under advisement of Stanford University and other international leaders like National Library of Wales this project utilizes the International Image Interoperability Format (IIIF) that has been developed in the contexts of medieval manuscripts but is highly applicable to good user experiences with archival material and building crowd sourcing applications using the Open Annotation format, which makes them highly amenable to forward migration and digital preservation. This project would be conducted in partnership with our State Tribal Libraries and the Indian Pueblo Cultural Center, a cultural center jointly run by all 19 Pueblo tribes. Our grant application is currently under consideration for IMLS National Leadership Grant funding.

RELATED TRAINING

- *Implementing Linked Data in Low-Resource Conditions, webinar, 2015 September 9, case study of Global Open Data in Agriculture and Nutrition initiative*

- *As Organizer and Attendee:* Digital Archives Specialist day-long trainings: Digital Curation: Creating an Environment for Success, Digital Curation Planning and Sustainable Futures, Developing Specifications and RFPs for Recordkeeping Systems, and Arrangement and Description of Electronic Records, Part I and II, Society of American Archivists, 2014 October 20-24, Santa Fe, NM
- *As Instructor:* Small Digitization Projects, State Archives and Records Center and New Mexico Historical Records Advisory Board, 2014 April 17
- Digital Forensics for Archivists, Society of American Archivists Continuing Professional Education, two-day training, 2013 October 24-25
- Preserving Digital Archives, Society of American Archivists Continuing Professional Education, one-day training, 2013 October 21
- Archival Content Management System Workshop, Mukurtu.org, one-day training, 2013 June 14, Pueblo of Santa Ana, Bernalillo, NM
- Records Management Essentials, Association of Tribal Libraries, Archives, and Museums, one-day training, 2013 June 10, Pueblo of Santa Ana
- Digital Preservation and Curation, Association of Southeastern Research Libraries, webinars, 2013 April 2, 9, 16, and 30
- California Environmental Quality Act Review for Certified Local Governments, State Office of Historic Preservation, 2012 May 3, Oakland, CA
- Project Management 101 & 102 (Project Management Essentials; Create the Plan), two-day training, 2011 January 24-25, San Francisco, CA
- Team Leader training, US National Archives and Records Administration (NARA), 2010 Sept 14-16, College Park, MD
- Database principles, design and implementation, Microsoft Access, Microsoft Certified Training, 2010 August 9-10, San Francisco, CA
- Archival Research Catalog (ARC) week-long intensive, US National Archives and Records Administration (NARA), 2010 July 19-23, College Park
- Implementing 'More Product, Less Process' for Archival Arrangement and Description, Society of American Archivists Continuing Professional Education, one-day training, 2010 April 28, Seattle, WA; instructor Jennifer Meehan, Head of Processing, Beinecke Library, Yale University
- Basics of Managing Electronic Records, Society of American Archivists Continuing Professional Education webinar, 2010 March 27, instructor Geoffrey A. Huth, NA, MLS
- Electronic Frontier Foundation Compliance Bootcamp (access, freedom of information, and privacy in compliance with federal and state regulations), 2009 May, San Francisco, CA, day-long intensive with multiple senior attorneys
- Legal Aspects of Photography Rights, Archive Management and Permissions, Society of American Archivists Continuing Professional Education, one-day training, 2008 May 1, Monterey, CA; faculty Joel L. Hecker, Esq, and Ms. Leslie C. Waggener, CA
- Western Archives Institute two-week intensive training in archival theory and methods, held by the Institute of Museum and Library Services (IMLS) and the Society of Californian Archivists, 2007 June 18-29, San Diego, CA; Principal Faculty Professor Elizabeth Yakel, University of Michigan
- Oral History Project Planning and Implementation two-day training workshop, 2005 September 17 and 24, Oakland Living History Project, Mills College, Oakland, CA; faculty Nancy MacKay, MLIS, Mills College Library

SELECTED PUBLICATIONS

Documents of the Chinese of New Mexico, 1870s-1930s

(Albuquerque: Maxwell Museum, University of New Mexico) Technical Paper series, series editor David Phillips) (in prep)

"The Chinese of New Mexico" video short, New Mexico Historical Society individual grant, 2015.

"Polish Cochineal: The Folklore, Ethnobotany, and Celebration of Color Connecting Europe and Central Asia" Contributed chapter to *A Red Like No Other: How Cochineal Colored the World*, companion volume for MOIFA's cochineal exhibit, Carmella Padilla and Barbara Anderson, editors (Skira Rizzoli) 2015

"The Indigenous Digital Archive" National Gallery of Art video of presentation, Sharing Images of Global Cultural Heritage, 2015 May 5.

https://www.youtube.com/watch?v=LkXvIEO_DtI |
<https://www.youtube.com/watch?v=NdBLuFwZFGk&list=PLYPP1-8uH9c6iQpKTXnhnlQpmoMLT1fB7&index=3>

"The Chinese of New Mexico, 1870s-1920s"

Lecture at Maxwell Museum, University of New Mexico, *Albuquerque, NM* October 16 Fall 2014

"The Tracks of World Change"

Paper presented at Stanford University Research Working Group, Chinese Railroad Workers of North America, *Palo Alto, CA* 2013

"Newly Available: Historic Individual, Corporate, and Community Micro-Data from throughout California and Nevada, 1864-1874"
 In Society of California Archivists Newsletter, Winter 2013

"Taking to the Streets: Scenes from 1968-72," "A 'Landmark': History of Chinese

Californians by Chinese Californians, 1969; and "Commemorations of Chinese Railroad Workers in Centennial Celebrations, 1969"

In *Seizing the Moment: Twentieth-Century Chinese American Activism* (San Francisco and Los Angeles: Chinese Historical Society of America with UCLA Asian American Studies Center). Also Managing Editor. 2009

The Bancroft Library, the California Historical Society, and the Chinese Historical Society of America present The Chinese of California

Exhibition, February 7-August 30, 2008, California Historical Society, *San Francisco*. Lead Curator. 2008

A Meeting of Two Souls: A Tribute to Gary Woo, A Painter's Painter by Yolanda Garfias Woo
Editor, photographer, partnership development. (San Francisco: Chinese Historical Society of America with Oakland Museum of California and City Lights Foundation) 2008

The Architecture of San Francisco Chinatown by Philip P. Choy
Editor, photo researcher. (San Francisco: Chinese Historical Society of America) 2008

"Introduction – Labor and San Francisco's Garment Industry"

In *Chinese America: History & Perspectives*, 2008. Also Managing Editor. 2008

"Scenes from a Lifetime of Sewing for the Garment Factories – Mrs. Louie Ten Wo Choi (1907-2007)"
(with May Choi) In *Chinese America: History & Perspectives*, 2008

"Methods in Historical Research: Nineteenth Century Oakland Chinese Businesses"
(Kelly Fong) I served as mentor for this Directed Research Project, University of California, Berkeley, published in *Chinese America: History & Perspectives*, 2008

Glamour & Grace: The History and Culture of Miss Chinatown USA

Exhibit catalog; video production; exhibition February - June 2007, Philip P. Choy Gallery, CHSA Museum; companion website: www.civilrightssuite.org/MissChinatown 2007

Remembering 1882: Fighting for Civil Rights in the Shadow of the Chinese Exclusion Act
Editor, timeline author, and photo image researcher. (San Francisco: Chinese Historical Society of America) Exhibit catalog viewable at Remembering1882.org 2007

Remembering 1882: Fighting for Civil Rights in the Shadow of the Chinese Exclusion Act
Traveling exhibit with companion long-term exhibit at the Historical Society for the Northern District of California, Northern California District Court, Philip Burton Federal Building, 450 Golden Gate, San Francisco, and online exhibit at Remembering1882.org 2007-2008

"Activating Legal Protections for Archaeological Remains of Historic Chinatown Sites: Lessons Learned from Oakland, California"
In *Chinese America: History & Perspectives*, 2007

Celebrating Him Mark Lai: The Dean of Chinese American Historians 麥禮謙生日會紀念冊 by Maurice Chuck, L. Ling-chi Wang, Weiye Ou;

Editor, photo researcher. (San Francisco: The Him Mark Lai Birthday Party Committee) 2007

"San Francisco Chinatown 1906-2006: Selected Milestones"

In *Chinatown Rising: Since the Quake* (San Francisco: Chinese Historical Society of America) 2006

Historical Content Consultant; and "Pre-quake Demographics" (co-author Jamille Teer).
Wells Fargo's Unshakable: Rebirth of S.F. Chinatown in 1906, Sing Tao Daily Commemorative Supplement, April 15, 2006

Earthquake: The Chinatown Story

Exhibition, April 4-December 15, 2006, Chinese Historical Society of America Museum

"Lew Hing's Pacific Coast Canning Company – A New Jobsite in West Oakland, 1905"
Oakland Heritage Alliance News 25(1): 1, 3, 9; 2005

CREDENTIALS OF STEPHEN HOCHBERG, ESQ.

- 1970 Graduate of Yale Law School; Editor and Officer, Yale Law Journal
- 1970-71 Clerk for the late Judge Abraham J. Freedman, United States Court of Appeals for the Third Circuit
- 1971-73 General Counsel, Lefrak Organization (a large individually owned residential and commercial real estate concern in Metropolitan New York with wide ranging property holdings)
- 1973-76 Assistant Professor of Law, New York Law School (area of expertise: Property and Land Use)
- 1974-77 Adjunct Professor at CCNY; Baruch College; Bloomfield College (various terms) (Business Law and Economics)
- 1976-77 Consultant on Academic Affairs, New York Law School
- 1980-91 Associate Professor of Law, Touro College School of Law (area of expertise: Property Law)
- 1992 to date Founding Professor of Law, Touro College School of Law (area of expertise: Property Law)

Admitted to:

New York 1971; D.C. 1972; Florida 1974; U.S. Supreme Court 1974; many Federal Courts of Appeals [including the Tenth Circuit Court of Appeals 1973]; Federal District Courts and specialized Federal Courts and Administrative Agencies [including the U.S. Tax Court]

Affiliate Member of the Appraisal Institute

New York State Real Estate Broker Since 1971

Co-Author [with Theodore Silver] The Glannon Guide to Contracts (copyright 2013) and The Glannon Guide to Contracts, 2nd Edition (copyright 2015)

Editor Cooperative Conversations: A Tenant's Survival Book 1980

Contributor of articles and reviews on land use and other topics in various publications including The New York Law Journal; the New York Law School Law Forum (Law Review); The Philadelphia Inquirer.

Comments to U.S. Housing and Urban Development Department
on proposed Rules relating to the Implementation of the Real
Property Settlement Act of 1974

Member Committee on Real Property Practice, Young Lawyers'
Division of the American Bar Association 1973-75.

Member American Bar Foundation Study Group on Anti-Trust
Divestiture

Cited Hulter v. Commissioner 83 T.C. no. 36 (Swift, J) (1984) as "a real
estate expert and appraiser" (docket nos. 3969/81, 23116/81,
22544/82, and 20873/83)

Friesch-Groningshe Hypotheekbank Realty Credit Corp. v 123
West 88th Street Associates et al (docket no.18245/90 Sup. Ct.,
NY County, Frank B. Lewis, Special Referee, 1/10/97) "...Hochberg,
who is a veteran New York attorney and experienced in the field of
real estate appraisal, apart from his law practice, and who has had
considerable experience both as appraiser of real property and as a teacher of
courses in the valuation of real property at various academic institutions...."

Editor Medical Law Letter; and of two doctoral dissertations

Consultant U.S. Dept. of Health, Education and Welfare, Review
Panel on New Drug Regulation 1976-77

IRS Experience

Conducted appraisal service in docket no. 20124/80, entailing
analysis of a commercial property located in Georgia, requiring an
on-site inspection and title search.

Conducted extensive appraisal service in docket nos.17084/79 and
8855/78, entailing analysis of thirteen commercial properties
located in California and North Carolina, requiring on-site
inspections and in-depth review of title records.

Conducted appraisal service in docket nos. 2222/78 and 2223/78
entailing detailed analysis of multi-family residential building in
New York City and its surrounding neighborhood, including its
Community Planning District.

Rendered an opinion in a contested brokerage appraisal matter relating to a Tax Court case which was ultimately resolved based, in part, on the opinion I gave.

Conducted extensive appraisal service in docket nos. 954/76, 955/76 and 965/76, entailing analysis of various residential, industrial and commercial properties located in six states, requiring on-site inspection and in-depth historical analysis. These properties had an aggregate value in excess of \$30 million.

Other Appraisal Experience

Prepared many appraisal reports of varying degrees of formality and have testified in support of same before various boards and tribunals. I have often, in the course of my legal practice, which includes representation of several real estate owners and entities, been called upon to evaluate real estate holdings for investment and appraisal purposes and have critiqued numerous land use and real estate investment proposals.

Current and Recent Community Activities

Board Member and Vice-Chair of the St. Vincent's Hospital Foundation

Board Member and Chair of the Finance Committee of Temple Beth Shalom 2010-14

Board Member of the Museum of New Mexico Foundation

Board Member of Life-Circle (a not-for-profit organization dedicated to bringing a facility to Santa Fe County which will offer a more humane approach to caring for the elderly and infirm)

Board Member from 1983 [Emeritus since 2013] of St. Joseph's College [Brooklyn and Long Island, NY]

Damon S. Archuletta

23 Cuesta Rd.
Santa Fe, NM 87508
T 505 919-8109
damon_dna@me.com

OBJECTIVE

To be considered as a candidate for the PARC.

EXPERIENCE

Owner, Initiate Skateboarding; Santa Fe, NM — 2013-present

Initiate Skateboarding is a skateboard shop located in the Design Center near the De Vargas skate park. *Initiate Skateboarding serves as a community hub for local skateboarders and those in smaller surrounding communities.* Initiate designs and sells it's own local brands of skateboard hard goods and hopes to inspire a younger generation of creative individuals and entrepreneurs. Initiate also helps to organize contests and other events designed to engage the skate community and youth in Santa Fe. Initiate is responsible for starting the after school skateboard club at El Dorado Community School. *The first of it's kind in the Santa Fe School District.*

Group Facilitator/ Parent Educator, Young Fathers of Santa Fe; Santa Fe, NM — 2009-present

Young Fathers of Santa Fe is a small non-profit that helps young fathers become active and positive participants in their children's lives. We offer education and assistance in the areas of *parenting, relationship skills, job acquirement skills, housing, help with GED, and navigating family court.* One on one help and support groups offered several times weekly. In addition to case management, responsibilities include design of organization materials and web maintenance.

Outreach Worker, Street Outreach, Youth Shelters Family Services; Santa Fe, NM — 2012-2013

Street Outreach provides free anonymous services to ant risk youth under age 22. Duties included delivering condoms, resource guides, food, water, socks, and hygiene products to homeless and at risk youth on the streets of Santa Fe. Duties also included staffing the Outreach drop in center. Here, young people can take showers, do laundry, get food, clothing, hygiene, camping and other supplies. They are also able to make phone calls and use the Internet at no cost to them. Outreach also offers help with G.E.D, jobs, and medical services.

Owner, DNA Merchandising; Berkeley CA; Santa Fe, NM — 2007-2012

DNA Merchandising was a printed apparel company started by myself. We specialized in the design and creation of promotional printed apparel as well as e-commerce. We served a client base of mostly martial arts academics and other athletic organizations.

Artist Relations, Cinder Block Inc; Oakland CA — 2003-2007

Cinder Block is a full service licensing and merchandising company specializing in printed apparel, e-commerce, and wholesale distribution. We served a client base of well-known recording artists. Responsibilities included; product development, design direction (branding and identity), tour supply coordination, delivery logistics, artist acquisition, and contract negotiation.

EDUCATION

Expression College for Digital Arts — Associate of Applied Science, 2001

SKILLS

- Several years experience working with directly with homeless and at risk youth
- Group facilitation experience
- Experience referring at risk youth to local services and resources
- Experience delivering parenting/ relationship skill training
- Strong knowledge of computer workstations
- Graphic design experience (printed promotional materials)
- Business owner with strong ties to youth culture in Santa Fe

David Sidebottom
 6 Cibolita Peak Santa Fe, NM 87508
 (505)983-8996
 SIDEBOTTOM8996@MSN.COM

Objective	To be part of an organization that focuses on team oriented strategies to fulfill client needs.														
Profile	<p>Specializing in high growth, start-up, and turn around situations in retail and financial organizations by:</p> <ul style="list-style-type: none"> • Recruiting, training and developing staff to high performance levels. • Scheduling employees in accordance to customer traffic and demand. • Displaying eye catching merchandise to increase impulse purchasing and positively impacting sales. • Reducing costs to ensure optimum profitability. • Successful retail management with over 16 years of experience in overseeing all functions pertaining to operations including sales, adherence to company policies, controlling shrinkage, maintaining inventory levels, customer service and strategic planning. • Record of improving sales, successfully introducing new products, and growing customer base. • Focus on team oriented practices to maximize customer experiences. <p>Increased annual net sales volume by 6%. Reduced budget expenditures by 10% while gaining enhanced productivity. Instrumental in maintaining a 98% customer service score during a 4 year period.</p> <p>As Banking Center Manager, increased Customer Delight by 20%. Increased sales for 4 straight quarters. As Premier Client Manager, managed portfolio worth \$240MM in assets.</p>														
Employment History	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"><i>Assistant Vice President</i></td> <td style="text-align: right;">May 2006-Present</td> </tr> <tr> <td colspan="2">Bank of America</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • Lead a team of sales and service professionals to exceed sales goals and service targets. • Recruit, train and manage a staff of employees to peak level of performance by coaching through “the eyes of the customer”. • Develop and implement strategic plans to ensure revenue objectives are attained. • Steadily increased banking center performance through strong focus on customer service, operational excellence, and associate proficiency. • Work with customers to satisfy their financial needs, including retirement, education, and credit accounts. • Provided wealth management for Mass Affluent Clients </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="width: 70%;"><i>General Manager</i></td> <td style="text-align: right;">1988-2006</td> </tr> <tr> <td colspan="2">Borders Group Inc.</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • Direct daily operations of a 25,000 square foot store generating over \$8 million annually. • Recruit, train and manage a staff of 40+ employees to peak level of performance. • Develop and implement strategic plans to ensure revenue objectives are attained. • Steadily increased revenues through strong focus on customer service, excellent merchandising, and teamwork. • Initially hired as an Assistant Store Manager and promoted in recognition of superior performance. </td> </tr> </table>	<i>Assistant Vice President</i>	May 2006-Present	Bank of America		<ul style="list-style-type: none"> • Lead a team of sales and service professionals to exceed sales goals and service targets. • Recruit, train and manage a staff of employees to peak level of performance by coaching through “the eyes of the customer”. • Develop and implement strategic plans to ensure revenue objectives are attained. • Steadily increased banking center performance through strong focus on customer service, operational excellence, and associate proficiency. • Work with customers to satisfy their financial needs, including retirement, education, and credit accounts. • Provided wealth management for Mass Affluent Clients 		 		<i>General Manager</i>	1988-2006	Borders Group Inc.		<ul style="list-style-type: none"> • Direct daily operations of a 25,000 square foot store generating over \$8 million annually. • Recruit, train and manage a staff of 40+ employees to peak level of performance. • Develop and implement strategic plans to ensure revenue objectives are attained. • Steadily increased revenues through strong focus on customer service, excellent merchandising, and teamwork. • Initially hired as an Assistant Store Manager and promoted in recognition of superior performance. 	
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- Successfully opened 2 stores.
- Managed 8-10 seasonal kiosks consisting of products varying from calendars, motivational products, and pet supplies.
- Directed merchandise presentation, inventory control, and customer service.
- Addressed customer service issues.
- Increased sales for each concept kiosk every year.
- Improved operations through effectively supervising daily staff assignments.
- Coordinated training and teamwork with Store Managers in 8 base stores.

	AA, General Studies, <i>Seminole Community College</i>, Sanford, FL	1990
	Series 6 License	2008
Education	Series 63 License	2008
	AYSO, Coach 4 seasons, Board Member CVPA 1 year	
Member	Northern Soccer Club Board Member 2 year	
	United Way of Santa Fe, volunteer	
	Junior Achievement, volunteer	
	Team Bank of America Santa Fe Volunteer Coordinator	
	Santa Fe Chamber of Commerce Representative for Bank of America	
	Girls Recreational Soccer Coach of the Year New Mexico 2008	

Margaret L. Vasquez (Peggy)

6357 Milagro Luna Santa Fe, NM 87507 505-920-0895 (Cell) 505-989-3960 (Work)

PROFESSIONAL PROFILE

Self motivated employee with the ability to make sound decisions and to keep operations flowing smoothly. Professional individual with well-developed organizational skills and a positive, supportive attitude. Able to maintain effective rapport with people at all organizational levels and have excellent customer relation skills. Familiar with all office machines, as well as, computer literate with Microsoft, Word, Excel and Outlook applications.

EXPERIENCE/EMPLOYMENT

THE HOUSING TRUST

Administrative Assistant
1111 Agua Fria
Santa Fe, NM 87505
Start date August 1, 2014 – present
Supervisor: Nellie Martinez (Deputy Director)

Duties: Tierra Contenta Corporation has joined The Housing Trust and is now under the Housing Trust umbrella. I still do all duties I had with Tierra Contenta Corporation along with back up for receptionist.

TIERRA CONTENTA CORPORATION

Administrative Assistant
PMB 220, 369 Montezuma
Santa Fe, NM 87501
(505) 471-4546
July 1999 –July 31, 2014
Supervisor: James S. Hicks (Executive Director)

Duties: Answer phones and greet community when they visit. In charge of all new mortgages for affordable home buyers. In charge of payoff information. Work with title companies. Do all minutes for Board meetings. Reconciliation of bank statements. In charge of Sales Reports.

BT HOUSING INC.

Customer Service Relations Manager
1512 Pacheco St., C201
Santa Fe, NM 87505
(505) 471-9394
1995-1999
Supervisor: Rob Gibbs, President

Duties: Was hired as a part-time receptionist and worked my way up to Customer Relations Manager. Answered phones, in charge of scheduling all repairs for homebuyers and the Customer Service Representative. Did spread sheets for home sold stats, traffic (how many people visited the model homes). Did all reports for Sales meetings and Staff meetings which included reports on all sales, cancellations, homebuyer walk through, closings. In charge of escrow until 8-98 when it was transferred to the accounting department. Handled all homebuyer complaints. Letter of recommendation attached.

SANTA FE ASSOCIATION OF REALTORS

Information Specialist/Receptionist
510 N. Guadalupe, Suite E
Santa Fe, NM 87501
1993-1995

Duties: In charge of new members, new member orientation, weekly reports to all members, host of Wednesday Realtor meeting and home tours.

FIRST HEALTH SERVICES, INC.

Camino de los Marquez
Santa Fe, NM 87505
1992-1993

Duties: Data entry.

LANPHERE REPORTING SERVICES

Office Manager
58 Federal Place
Santa Fe, NM 87501
1992

Duties: Responsible for all bookings for 5 court reporters, billing, office supplies, keeping the log on all depositions, hearings, court dates, travel vouchers.

FEDERAL ABSTRACT COMPANY

Title Search
326 Grant Ave.
Santa Fe, NM 87501
1988-1992

Duties: Worked with State, Federal and Indian lands. Responsible for "Chain of Title". Type Exhibit "B". Do weekly reports on new leases. Sale notices. Type correspondence. Update plats. Bookkeeping, Filing, Answer phones.

BANK OF SANTA FE

Head Teller
770 St. Michael's Drive
Santa Fe, NM 87505
1984 – 1988

Duties: I was hired as a teller and was promoted to Head Teller within 2 months. Stayed at head teller for 1 year and was then promoted to Cash Management. Was responsible for balancing daily cash and transferring bank cash for overnight profit.

SKILLS

PC/IBM Compatible
Microsoft Works
Transcribe/Dictation
Word Perfect
Excel
10-key calculator
Two-way radio
Switchboard
Word Processor - 70 wpm

PASSIONS AND HOBBIES:

Affordable Housing
Zona del Sol Board of Directors
Friends of the Library Board
1 Santa Fe – Quality of Life Initiative

Reading
Spoiling grandchildren
Gardening

REFERENCES

Paula Rodriguez
2521 Maes Court
Santa Fe, NM 87505
505-471-6159

Susan Chavez
13 Erica Rd.
Santa Fe, NM 87507
505-795-2033

Becky Baca
3017 Avenida Codorniz.
Santa Fe, NM 87505
505-471-4505

Victoria Bruneni
7207 Avenida El Nido
Santa Fe, NM 87507
505-795-6651
victoriabruneni@gmail.com

Education:

HSPVA High School for Performing and Visual Art Houston, TX Visual Art
2004 Diploma Steinhard & Associates Accelerated Hotel Sales Training Program
2004 Completion Basic Sales Training, John Q. Hammons University
2004 Certificate of Accomplishment, Marriott Certified Wedding Planner
2004 Diploma Steinhard & Associates Accelerated Hotel Sales 2 Training Program

Awards:

2013 District 5520 New Generation Award
2013 Rotary Club of Santa Fe Rotarian of the Year
2013 Santa Fe Chamber Volunteer of the Year, 2nd award
2013 Santa Fe Chamber Ambassador of the Year
2013 Santa Fe Chamber Tourism Volunteer of the Year
2012 Literacy Volunteer of the Year
2012 Certificate of Appreciation for Contributions to Young Professional Leadership
2009-2010 New Mexico Business Professional Women State Young Careerist Award
2009 Santa Fe Chamber of Commerce Volunteer of the Year
2007-2008 Rotarian of the Year Rotary Club of Santa Fe Del Sur

Employment:

General Manager Inn at Santa Fe, November 23, 2009- present

- Responsibilities include overseeing all revenue strategies and decisions, all marketing and sales
- Managing a staff of at least 21 employees
- Opened El Café, the onsite restaurant, securing a beer and wine license, and on a continued basis maintaining the daily restaurant operations, including creating and implementing the menu as well as handling all catered events
- Payroll and HR including providing insight on health insurance etc.
- Maintain license and inspections for restaurant, bar and fire suppression
- Obtaining the best pricing solutions for all products to maintain hotel
- Appeared on radio and television, promoting hotel as well as countless networking events
- Maintained a Tripadvisor ranking for the hotel between 5 and 21 out of the 60 Resorts and hotels in Santa Fe by fostering an environment focused on customer service and guest satisfaction
- Revenue decisions and sales efforts have increased occupancy and revenue over 20% since 2009
- All sales efforts from social events to film industry to transient lodging
- Continually out on aggressive marketing for the facility, this primarily included “cold calls” which ranged from solicitations of Santa Fe businesses, National level qualifying calls, and Internet email blitzes
- Maintain GDS, PMS, and website

Front Office Manager, Director of Sales, March 2005 to June 2009

Holiday Inn Santa Fe and Manhattan Holidome, Manhattan KS

- Achieved the best STAR reports at the property showing growths in revpar over 120% index consistently over 2006/2007
- Surpassed group rooms budget by 400 thousand in 2006. Look to achieved 1 million in 2007
- Continuously establishing a positive reputation for the hotel by participating in local networking events and showcasing the hotel at every opportunity
- Daily responsibilities included providing all communications about upcoming banquets or incoming groups staying in the hotel from the sales department to the General Manager, Food and Beverage Manager, Chef, Banquet Staff, front desk staff, housekeeping, engineering and the accounting controller. This included, but not limited to all catering details i.e. menus (often customized to fit a budget) times for arrival, for meal, for bar start and end, plus guaranteed number of attendees, and specific set-up. Also, all group room sales, which included, but not limited to date of arrival, number of people, contact name, hotel details and payment security.
- Relocated from Manhattan Kansas to Santa Fe after only 3 months with the company
- Responsible for scheduling and managing staff of at least 12 people at all times in a 24 hour operation.
- Increased guest satisfaction scores at both locations from the 50's to the 90's.
- Supervised the installation of Opera the PMS system at the Santa Fe location. Created all checklists and reports utilizing the new system.
- Covered the Night Audit shift for 30 days which is the check and balance system for the entire hotel, balancing the days profit and loss on a corporate accounting system.
- Exceeded guest's expectations and satisfaction by initiating gift programs to WOW guests.

Administrative Assistant, Catering and Events, Front of House Manager August 1999- through January 2004

Junction City Country Club, Junction City, KS.

- Planned, scheduled and priced all member and non-member functions of the Junction City Country Club
- Responsible for all Catering (including preparation, delivery, set-up, and breakdown) for several businesses, and private homes
- Trained, supervised, and managed all food service staff
- Assisted Chef in food preparation, was responsible for preparation of all desserts, and gourmet items
- Supervised cleaning staff
- Decorated the club for holidays, weddings and other functions where decorating was required.
- In charge of promotions, new memberships, and advertisements
- Prepared and edited the monthly newsletter including the calendar for all in-house special events (i.e. live entertainment, gourmet dinners, holiday festivities and themed buffets) and weekly dinner specials.
- Assisted computer specialist in installing new Restaurant Software for the club, included pricing and entering all food and beverage items.
- In charge of purchasing and receiving for all restaurant food, custodial supplies, golf course maintenance supplies and restaurant and course machinery.
- Monthly inventory, spreadsheets, payroll, paid taxes,
- Utilize all office machinery.
- Began as wait staff and promoted to management position within 4 months

***References Available upon request**

J.C. LINSON

OBJECTIVE

My objective for participating with a committee for the Parks and Recreation Department for Santa Fe is to be able to be a voice for the community. The opportunity to represent our needs and ability to best use the spaces and programs/activities is what I look forward to promoting. I am very excited to help.

EDUCATION

Santa Fe Community College 1995-1998
Associates Degree in Criminal Justice

Santa Fe Community College 1995
GED

USA Boxing 1991-1996
Nationally Recognized and Ranked Amateur Boxer

WORK EXPERIENCE

Real Estate Broker 2002-Present
Currently working with Barker Realty

Professional Boxer 1996-2002
National Boxing Association World and North American Champion

Santa Fe County Sheriff's Dept. 1998-2000
Deputy Sheriff

ACCREDITATIONS AND LICENSES

New Mexico Real Estate License

LINDA R. JACKSON

22 Las Estrellas, Santa Fe, New Mexico (505) 501-1915

EMPLOYMENT

PARALEGAL
State of New Mexico/Department of Transportation

OCTOBER 2007 –PRESENT
Santa Fe, New Mexico

Case management, document control and organization; review title reports; preparation of privilege logs and document review; preparation of responses regarding discovery and IPRA; Right-of-Way and Construction litigation/claims; attend and assist at depositions, meetings, mediations, hearings and trials; calendar discovery deadlines; pretrial and trial preparation; extensive knowledge of Federal and State Court Rules; legal drafting; e-filing with Federal and State District Courts; summaries; internet research; legal research; client contact.

PARALEGAL
Simons & Slattery, LLP

JULY 2005 - OCTOBER 2007
Santa Fe, New Mexico

Case and document management; extensive knowledge of Federal and State Court Rules; trial preparation; legal drafting; e-filing; summaries; internet research; legal research; client contact.

PARALEGAL/LEGAL SECRETARY
Cuddy, Kennedy, Albetta & Ives, LLP

MARCH 1998 -JULY 2005
Santa Fe, New Mexico

Case and document management; extensive knowledge of District Court Rules and Court of Appeal Rules; legal drafting; summaries; internet research; legal research; client contact; trial preparation; correspondence; negotiations with debtors in collection procedures; negotiations with property owners in condemnation procedures; update and maintain calendar. Experienced in real estate, collections, construction arbitration, and transportation. Member of the Paralegal Division, State Bar of New Mexico, 2004.

REAL ESTATE BROKER
Branch Realty

JANUARY 1995-MARCH 1998
Santa Fe, New Mexico

Lease and sell commercial/industrial property; draft, review and edit purchase agreements, exchanges and leases; property manager for industrial income properties including bookkeeping.

REAL ESTATE BROKER
& OFFICE MANAGER
Bonanza Realty

1990-JANUARY 1995
Santa Fe, New Mexico

Responsible for all real estate transactions; coordinated subdivisions and lot splits with planner, attorneys, City and County officials; represented owners for lot splits at Santa Fe County and EZA meetings; responsible for all office organization; responsible for all financial books for real estate and property management accounts.

EDUCATION

REAL ESTATE LICENSE:

REAL ESTATE LAW AND PRACTICES
New Mexico Real Estate Institute

1991
Santa Fe, New Mexico

COLLEGE EDUCATION:

BACHELOR OF FINE ARTS
Art Center College of Design

1981
Pasadena, California

BACHELOR OF FINE ARTS
North Texas State University

1977
Denton, Texas

SKILLS

- § Use and application of personal computers: WordPerfect 10, Word 2010, Excel, Practice Master, Microsoft Outlook and more
- § Internet searches - West law, American Legal, Federal/Bankruptcy and District Court, State/County/City Departments, locating techniques
- § Strong negotiation and interpersonal skills
- § Strong organizational skills
- § Excellent math skills
- § Extensive knowledge of real estate, condemnation and contract law
- § Type 70+ words per minute
- § Education and experience in commercial photography

REFERENCES

LOREN HATCH, GENERAL COUNSEL 827-5431
KENNETH B. BACA, DEPUTY COUNSEL 827-5431
CYNTHIA CHRIST, ASSISTANT COUNSEL 827-5431

Warren B. Hix
1624 Villas Loop
Santa Fe, NM 87506
(803) 312 4040
Whix468@gmail.com

Goal: To assist Primary Care Organizations to with strategic planning and to improve their sustainability.

Education: B.A. from Emory University. MHA from Georgia State University

Experience: Provided Continuing Education seminars for Continuing Education Unlimited, Atlanta, Ga. 1978-1980.

Began a free Clinic and a pre-school, and operated services organization. Employed by Community Volunteer Services, Myrtle Beach, SC. 1980-1983.

Created a Community Health Center in 1983. This was merged with another CHC and became Health Care Partners of Conway, SC. This organization grew from a \$250,000 organization to a \$2.5 million program with five sites by 1997. Developed a special Medicaid insurance program with small businesses. Began two school based clinics.

Managed a 40 physician medical office – a closed panel HMO operated by CIGNA. Scottsdale, Arizona. 1997-2000.

Employed by Sandhills Medical Foundation, in McBee, SC, in 2000. The Corporation was a two site/two physician medical practice with a budget of \$1 million. It has since grown eight fold, adding four other sites, mental health services, a three pharmacies, and a Ryan White HIV/AIDS program. It is NCQA Certified as a Patient Centered Medical Home Level III, and has a sound financial status. 2000 – 2014.

Additionally, I have organized a Network of three Community Health Centers which is working to provide them revenue through ancillary support services.

Provided the initiative to develop a successful IPA of FQHC's in S. Carolina, and served as President for its first five years.

Memberships: Serve on National Rural Committee and HIV/AIDS-Mental Health Committees of the National Association of Community Health Centers.

Bridget Wolf
4417 Contenta Ridge
Santa Fe, NM 87507
505-470-5803

Employment History:

John Rippel USA
111 Old Santa Fe Trail
Santa Fe, NM 87507
Sales Associate 2012-2014
Jewelry, accessories, home products

Packard's Indian Trading Company
61 Old Santa Fe Trail
Santa Fe, NM 87501
Sales Associate 1990-2007
Native American pottery, Navajo weaving, textiles, fine jewelry, sculpture

Dale Terbush Fine Art Gallery
200 Old Santa Fe Trail
Santa Fe, NM 87501
Fine Art: paintings and sculpture

Vivan Wolfe Antiques
Old Santa Fe Trail
Santa Fe, NM 87501
Sales Associate 2001-2002
Antique and contemporary jewelry

Community Organizing and volunteering:

Founder of The Sidewalk Angels of Tierra Contenta:
A neighborhood volunteer group focused on walkability, clean safe sidewalks,
healthy neighborhoods, and neighborhood connections.

Member of 1SantaFe steering committee, The Southside Quality of Life Initiative: a
community group focused on bringing equity to the far southwest area of Santa Fe.

Community member participant in the Pedestrian Master Plan Working Group for
Metropolitan Planning Organization 2014

Member of the Transit Advisory Board

James William Stodgel

Born: 14 march 1986

Address: 917 Don Juan • Santa Fe, N.M. 87501

Telephone: (310) 739-4549

E-mail: james.stodgel@hotmail.com, jstodgel@onlygreendesign.com

Education

2012: The American University Kosovo, Prishtina, Kosovo.

Summer Program: *Post Conflict Resolution and Peace Building, History of the Balkans*

2009-2010: Montana State University, Bozeman, Montana, United States.

Master of Architecture Specialization: Phenomenology, Memory, Material Studies

2004-2009: Montana State University, Bozeman, Montana, United States.

Bachelor of Arts in Environmental Design

2000-2004: St. Michaels High School, Santa Fe, New Mexico, United States.

Professional Experience

Architecture, Art, and Design

2014 March-September: The Center for Contemporary Arts, Santa Fe N.M. Title: Facilities and Special Projects Coordinator. Select and prioritize utilization of funding for tenant improvements of our movie theatres and gallery space. Construct projects and select artists to show work building CCA's image and brand. Coordinate special events and fundraising activities to celebrate Santa Fe's cultural meeting place.

2013 September-March: Only Green Design Studio Build and Business Development. Over the past few months I have been working with an assortment of local NGOs building community. I have been assisting local high school youth in designing and producing pop-up installations for the Railyard District for the Convergence Project as well as building a fully operational studio space for the fabrication of furniture and public art works that is scheduled to complete in April of 2014. We collaborated with Creative Santa Fe on their Walk-Santa Fe project and produced reclaimed benches from shipping pallets that were auctioned off in December.

2013 April-August: Santa Fe Awning, Santa Fe N.M. Role: Steel Fabricator and quality control. Assist in manufacture and realization of 3000 Sq' Steel structure located at the Santa Fe Opera, Manufacture and construction of steel and fabric recreation camp in the Gallisteo Basin.

Mission statement

To educate and inspire youngsters to engage in applying sustainability through arts, culture and architecture to be the solution to environmental issues facing the world. To learn and grow as a professional working in the field of sustainable architecture and environmental design with a focus addressing social issues.

2012 March-Present: Only Green Design, in Prishtina, Kosovo and Santa Fe New Mexico Role: Co-founder and Director. Acquisition of projects and architectural design, implementation and management of construction and financing. www.onlygreendesign.com

Only Green Design is a social profit organisation that creates environmental awareness through interactive education and participatory architecture and design projects. We build beautiful objects of function and beauty using alternative building methods as education for young people. Our projects enhance the quality of life to those who engage and experience them in public and private space.

We educate through doing and every project is an example of collaborative exchange and environmental learning in action.

Built Works

- OGD Community Sk8jam- Reclaimed/handmade shipping pallet skate ramps
- Sk8nbake- Bake sale and lemonade stand fundraiser for the OGD Community Sk8jam
- OGD Outdoor Living Room- Pop-up Architecture for the AHA Festival of Progressive Arts
- Convergence Project- Up-cycled freebox installation and lounge @ Warehouse 21
- Abiquiu Art Space- Shipping pallet and reclaimed wood installation.
- Up-cycle Santa Fe- Festival of reclaimed and up-cycled arts.
- Pristine Mon Amour- Architecture installations from recycled materials.
- Shipping Pallet Art Space- Temporary art gallery from recycled shipping pallets.
- Culture Shack- Site specific architecture pavilion from up-cycled burned wood.
- We are "El Futuro"- Art space constructed from up-cycled movie sets. (Completed 2011)
- Yellowstone Reflection- Landscape architecture from reclaimed wood and steel. (Completed 2008)

2011 August-December: Cuningham Group Architects, in Los Angeles, C.A. Role: Lead Designer, Urban Living Studio

Aesthetic concept development and schematic design, create presentation documents for investors, render projects and material selection, code analysis and life safety, structural and HVAC selection and implementation, design development and budget management.

Projects Schematic Design

- Environmental Charter Middle School (25,000sq' Adaptive Reuse),
- Rowena St. Townhouses (52 Unit Development with Café),
- Hayden Place (6,000sq' Adaptive Reuse)

2011 January-August: Hunter Leggett Studio, in Los Angeles, C.A. Role: Custom House Design/Build Project Manager and Builder

Roles and Responsibilities: Design development and construction management, consultant/contractor management, client relations and management, design/build delivery, budget management, contract and insurance administration

Built Works: 5:10 Cabin

- Management oversight on all phases of the construction project.
- Coordination of workers, materials and equipment ensuring specifications are being followed
- Oversight that work is being completed on schedule and within budget
- Oversight that construction projects meet environmental, safety, structural, zoning and aesthetic standards

2010 August-December: Autotroph Design, in Santa Fe N.M. Role: Designer/3-D Delivery/Rendering/Production

Responsibilities: Schematic design carried through design development, Client relations and management, budget management, contract and insurance administration

Projects Schematic Design

- Floating Carport (Custom House Design/Build Lead Designer),
- Silver City Lofts (78 unit development)

2008 September-December: Artemis Institute, in Livingston M.T. Role: Custom Landscape Architecture Design/Build Project Manager and Builder

Additional Roles and Responsibilities: Design development and construction management, consultant/contractor management, client relations and management, design/build delivery, budget management, contract negotiation, insurance administration.

Built Works

- Yellowstone Contemplation and Reflection Site
- Management oversight on all phases of the construction project.
- Coordination of workers, materials and equipment ensuring specifications are being followed

- Oversight that work is being completed on schedule and within budget.
- Oversight that construction projects meet environmental, safety, structural, zoning and aesthetic standards.

Constructive Solutions, in Bozeman, M.T. Role: Concrete Associate (Team Leader)

- Concrete Finisher (Flatwork i.e. Slabs, Sidewalks, Driveways)
- Concrete Construction Expert (Foundations and Wall Systems)
- Quality Control, Health and Safety Oversight.
- Coordination of workers, materials and equipment ensuring specifications are being followed
- Material Takeoffs/Calculations/Pricing

Extracurricular activities/ Awards and Grants

- 2012_Finalist Tirana Architecture Week Poster Design Competition
- 2012_1st Place Urban Bundle Competition "Culture Shack" (See attached presentation package)
- 2011_Cunningham Trust Award_\$2500USD
Environmental Charter Middle School Community Outreach Architecture Installation
- 2011_2nd Place Finalist, Bozeman Ice Tower Competition
- 2006_Honorable Mention, Boston Kiosk Competition

Press

10/17/2014: Santa Fe New Mexican, "From Junk to Jam: Young architect's green building operation prepares to transform Ortiz St. Into Skate Jam"

Projects

2011_We are EL Futuro! Gardena C.A.

Community outreach architecture/art installation

I designed, managed, and built an architecture installation with 100% reclaimed material to introduce E.C.M.S. to the 90% Latino community of Gardena, C.A. I conducted design charettes with students at both the Middle School and High School to arrive at a collaborative, participatory solution integrating the students as well as the community into the project. 150 people came to the opening which highlighted the core values of Environmental Charter Schools.

2010-2009_Khumbu Climbing School, Phortse, Nepal

I assisted in completion of the initial feasibility study and subsequent construction document set for a 3000sq' community center and climbing school in Phortse, Nepal, a UNESCO World Heritage Site. The project is critically thought through in terms of should western influence be used to shape and secure sustainable growth in the Khumbu Valley of Sagarmatha National Park. Passive strategies to increase quality of life are integral to the success of sustainable development and these strategies must be sensitive to traditional beliefs and customs. Sustainable architecture in the region has a responsibility to blend in and enhance the significance of Sherpa culture.

2010-2009_Gallatin Valley Master plan, Bozeman, MT

I was on a team who looked into the ecological and economical impacts of proposed population growth in the Gallatin Valley over the next 50 years. It is predicted that the population will swell from 100,000 to over 200,000 by the year 2050 and the fear of urban sprawl is already becoming a reality. We worked alongside city planners and community members to shape the future of the Missouri River headwaters to ensure an equitable and sustainable future for the local communities.

2009_Artemis Institute, Paradise Valley, M.T.

I was on a team of 4, given a budget of 6000\$ and a parcel of land along the Yellowstone River. Our program was to build a space for contemplation and reflection, holistically and sustainably integrated into the landscape using recycled and locally gathered materials. I was responsible for the design, budget, material acquisition, construction, life safety and relationship building with the city of Livingston. We

presented the project to the city council and explained the concept and intent at a weekly meeting. The project was completed in December 2008 ahead of schedule and under budget.

Computer Skills

Microsoft Word, Excel and PowerPoint: Proficient user

Adobe suite: Proficient user

Rhinoceros: Proficient user

3D Studio max: Proficient user

Auto Cad: Proficient user

Skills and competences

Social: communicatively, cooperative, taking initiative, motivate, interested in others, de-escalating, patience.

Organizational: Responsible, establish priorities, time management, prompt

Remaining: Flexible, motivated and keen on learning.