

Randy Sim

6116 Southwest Freeway
Houston, TX 77057

randysim@satsun.com
(281) 960-0882

Professional Accomplishments:

1998 – Present **Satsun Corporation** - Commercial R.E. Management & Development,
President/Founder

Education:

1988 – 1990 **University of Texas at Austin**
2007 – 2011 **CCIM** (Certified Commercial Investment Member) Candidate
2009 - 2010 **Leadership Houston** - Class XXVIII
2010 **NetKAL Fellow** - School of Social Work, University of Southern California
2011 - 2012 **American Leadership Forum** - Class XXX - Senior Fellow

Associations:

2014 - Present **American Leadership Forum**
Board Chair
2016 - Present **Reinvestment Zone Number One & St George Place Redevelopment Authority**
Board Member
2007 - Present **Airline Improvement District**
Vice Chairman
2019 - Present **Asia Society Texas Center** - Board Member
2010 - Present **Korean American Society of Houston**
Board Chair/Founder
2009 - Present **Korean Community Center** - Board Member
2012 - Present **Rice University Chao Center for Asian Studies** - Advisory Board Member
2012 - Present **West University Elementary School Foundation** - Treasurer

2013 - 2018 **Service Academy Advisory Board for U.S. Congressman Ted Poe** - Member
2011 - 2017 **Houston Community College Foundation** - Board Member
2008 – 2016 **City of Southside Place, TX** - Mayor Pro Tem
2008 - 2015 **Mayor's International Trade and Development Council - Asia/Australia, City of Houston**
Chairman
2008 - 2011 **Asia Houston Network** - Chairman
2008 – 2010 **Korean American Chamber of Commerce of Houston** - President
1989 – 1990 **Lambda Phi Epsilon** national fraternity, University of Texas at Austin - Founding Member



The Senate of The State of Texas

SENATE COMMITTEES

Criminal Justice, Chair
Finance
Government Organization
Administration
Business & Commerce

Senator John Whitmire
Dean of the Texas Senate

DISTRICT OFFICE:
803 Yale Street
Houston, Texas 77007
(713) 864-6701
FAX: (713) 864-5307

CAPITOL OFFICE:
P.O. Box 12045
Austin, Texas 78711
(512) 463-0115
FAX: (512) 477-3737
Dial 711 for Relay Call

April 6, 2020

The Honorable Rodney Ellis
Commissioner, Precinct One
Harris County
1001 Preston, Suite 950
Houston, Texas 77002

Re: Reappointment of Randy Sim to Airline Improvement District

Dear Commissioner Ellis,

It is my great pleasure to write this letter of recommendation on behalf of Randy Sim for his reappointment to the Airline Improvement District Board.

As you probably know, Randy has been serving as a director and vice chair for the Airline Improvement District since his initial appointment in 2007. Randy is deeply rooted in the community served by the district and has provided invaluable insights, knowledge, and business expertise for making improvements within its four square miles during his nearly 13 years of service on the board. I am sure you are well acquainted with the important work of the Airline Improvement District and how that work is enhanced by having capable and experienced board members such as Randy.

I support Randy in his endeavors and feel confident that he will be a valuable asset to the Airline Improvement District. I hope you will give a favorable consideration to his reappointment for another term.

Sincerely,

John Whitmire





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April 7, 2020

The Honorable Rodney Ellis
Commissioner, Precinct One
Harris County
1001 Preston, Suite 950
Houston, Texas 77002

Dear Commissioner Ellis:

I write in support of the reappointment of Randy Sim to the Airline Improvement District board largely because among Harris County's "servant leaders," no one does more.

Mr. Sim has served on the board since 2007 and is now its vice chairman. But his leadership there is merely one of many ways he gives back to the community as a successful businessman and resident of the Houston area.

While working as president of the Satsun Corp., a commercial real estate management and development firm he founded, Mr. Sim's astoundingly deep civic involvement includes chairing the Korean American Society of Houston, which he founded; and serving as a board member of the Asia Society Texas, the Korean Community Center, the Korean American Society of Houston, the Reinvestment Zone Number One & St. George Place Redevelopment Authority and the American Leadership Forum. He is also an advisory board member of the Rice University Chao Center for Asian Studies.

Mr. Sim is the former mayor pro tem of Southside Place.

My work as managing partner of Hawes Hill & Associates has given me the opportunity to observe Mr. Sim in action in civic leadership and commerce, which is why I am confident in making my recommendation for his reappointment.

Sincerely

David W. Hawes

Managing Partner

Hawes Hill & Associates LLP

c: 281.923.2504 e: DHawes@HawesHill.com

JOHN D. MARTIN, C.P.A.

J. Martin & Company, P.C.

11777 Katy Freeway #395

Houston, TX 77079

281-529-1040

281-529-1041 (fax)

jmartin@jmcocpa.com



Education & Certification:

Stephen F. Austin State University
BBA Accounting
Licensed Certified Public Accountant (CPA),
State of Texas 1996 to Present

Associations:

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants (Former Board Member)
Houston CPA Society (Former Board Member and Officer)
Houston Better Business Bureau

Professional Experience:

J. Martin & Company, P.C.,
President
2004 to Present

Domaschk and Associates, P.C.
Partner and Director of Taxation
1999 to 2004

BKD (Previously Known As McGee, Wheeler and Company, P.C.,)
Senior Accountant
1996 to 1999

Governmental Experience:

Airline Improvement District
Created by State of Texas House Bill 1468 (Passed May 2005)
Chairman of the Board of Directors
2005 to Present

Qualifications:

With over 25 years' experience practicing public accounting, Mr. Martin provides taxation, attestation and business consulting services to privately held business most of which have average annual revenues between 5 million and 650 million dollars. Mr. Martin is the sole owner and managing principal of J. Martin & Company, P.C., a licensed CPA firm with eleven employees. The firm is a member of the AICPA and TSCPA peer review program which requires a CPA firm to have a review of the firm's system of quality control every three years. J. Martin & Company, P.C. received the highest rating possible on their last peer review dated May 2, 2018.

Mr. Martin's tax expertise includes planning and compliance of Federal & State Income, Sale & Use Tax, Property Taxes and Payroll Taxes for individuals, corporations, partnerships, estates and trusts. Mr. Martin also provides taxpayer representation before the Internal Revenue Service and Texas State Comptroller's Office during the audit and appeals level(s).

Mr. Martin provides attestation services consisting of audited, reviewed and compiled financial statements. Preparation of audited financial statements consist of intensive examination of companies' systems and records to provide an opinion on whether financial statements are fairly presented in conformity with generally accepted accounting principles or an other comprehensive basis of accounting. Reviewed financial statements provide limited assurances that there are no material modifications that should be made to the financial statements while compiled financial statements present information which is management's representation.

Mr. Martin's business consulting services specializes in the formation, business structuring, operations, mergers & acquisitions and assistance in obtaining financing. Mr. Martin has assisted numerous companies in a variety of industries including distribution, retail, manufacturing, legal, engineering, oil & gas exploration & production, utility, and the health care industry.

The Texas State Board of Public Accounting has recognized J. Martin & Company, P.C. as an organization which is authorized to providing Continuing Professional Education to other Texas Certified Public Accountants.

2925 Merrell Rd
Dallas, TX 75229



May 5, 2020

The Honorable Rodney Ellis
Commissioner, Precinct One
Harris County
1001 Preston, Suite 950
Houston, Texas 77002

Re: Reappointment of John Martin

Dear Commissioner Ellis,

It is my pleasure to write this letter of recommendation on behalf of John Martin for his reappointment to the Airline Improvement District Board.

I am Director of Finance for UPS, which is one of the largest employers in the Airline Improvement District. I have had the pleasure of knowing John Martin for over ten years and worked with him during my tenure on the Airline Improvement District Board. Even though I am no longer in the Houston area, we have remained close over the years.


During our time together on the AID Board, John provided me with valuable assistance that I needed to perform my role as Treasurer. John put controls in place for all of the financial aspects of the District, reviewed financial statements and effectively led board meetings which were organized and well thought out. John is dedicated to making sure any District funds are spent wisely.

I was impressed enough with John's professionalism that I engaged his company to prepare my own taxes. As my CPA and tax preparer, John has shown me his integrity and knowledge from this yearly activity. His ability to comprehend and complete my complicated financials into the tax format needed is always well done and easy to understand. John also introduced me to other professionals in the Houston area, and he has become one of my good friends. John has demonstrated to me through both these professional and personal relationships that he is dedicated and a man of great character.

In closing, I would like to highly recommend John Martin for reappointment to the AID Board and know his guidance will continue to be a benefit to the community.

I would be happy to answer any questions or discuss this letter further. Please feel free to call me at 713-540-6692.

Sincerely,


Mark F. Cross
Director of Finance
UPS

Marcia A. Perry

523 E. Canino, Houston, Texas 77037 * txsparkle.marci@gmail.com * 281-931-4168

Experience

Conrad's Pest control - Customer contact, scheduling, invoicing, and banking

Associations

- Airline Improvement District - Board of Director - 2009 – Present
 - Nominations and Park Committees
- Washington Avenue Coalition – Member and served as Secretary for 3 years
- Old West End Association – Board Member and served as Secretary for 2 years
- Katy Corridor Coalition – Board Member
- Inner Katy Corridor Study conducted by District H - participant
- Olivewood Cemetery – Board Member 2 years
- Super Neighborhood #22 – Board Member and Vice President
- First Ward Civic Council, Inc – President, Secretary and Member 2001-2008
 - First Ward incorporated and became a 501 (c) 3
 - Newsletter begun for community
 - Worked for a Quiet/Safety Zone
 - Represented First Ward at CIP meetings and spoke to City Council when necessary
 - Represented First Ward in a committee working on a new Historic Preservation Ordinance
 - Lobbied for a Bike Trail to be located on the MKT line coming through First Ward
- I-45 Coalition - Member for 2 years
- Positive Interaction Program – participant, served as Vice President and President for two terms each
- Citizens Transportation Coalition – Board Member for 5 years and Vice President for 3 years
- Study of intermodal Facility to be located at North Main – Member of Steering Committee and Study Committee
- Avenue Community Development Corporation – Board Member 2003-2011
 - Volunteer on Finance Committee, Building Committee and Out Reach Committee
- Buildings to Standards - Board Member recommended by Gabriel Vasquez and Appointed by Mayor Brown – Vice Chair for 3 years

Honors

- The City of Houston certificate of completion for fulfilling all program requirements for the 2008 Neighborhood Leadership Institute By Bill White, Mayor.
- A proclamation given by Sylvia R. Garcia, Commissioner Harris County Precinct Two Jan. 22, 2009. In recognition of community service having served in Washington Avenue Coalition, the Old West End Association, Katy Corridor Coalition, represented the Super Neighborhood Council #22 at the Super Neighborhood Alliance.
- Shelia Jackson Lee: Congressional recognition regarding commitment and dedication to improving the First Ward
- Buildings and Standards Commission perfect attendance for the year 2008 Given by Dorothy Edwards, Asst. Chief of Police.

Zera Presley Nitsch

8131 Northline, Houston, Texas 77037 * zmpresley@aol.com * 281-445-0337

Experience

Nitsch and Sons Utility Co. Inc.

I serve as Office Manager/Financial Secretary for Nitsch and Sons Utility, Inc. I have been an employee of Nitsch and Sons Utility for thirty-five years. Nitsch and Son Utility is located in the Airline Improvement District area as well as the Bellmar Civic Club community.

Nitsch and Son Utility Co., Inc. provides water and wastewater to the Bellmar Community. They have been a neighborhood partner and as an employee I have been very active in the community, school events, local churches and Houston Independent School District FFA programs. Nitsch and Sons is proud of its long history of neighborhood involvement and partnership.

Associations

Bellmar Civic Club

I have been an active part of the civic club for forty-seven years. I have been very active in the community as an employee, property owner and resident for many years. I am currently serving as the president of the civic club.

Airline Improvement District

I am on the Board of Directors for the Airline Improvement District. It has been a privilege to serve in this capacity for sixteen years.

Paul E. Weisser

p.weisser911@gmail.com * 713-545-4333 * [linkedin.com/in/paulweisser](https://www.linkedin.com/in/paulweisser)

7506 Cypress Drive, Humble Texas 77396

Professional, accomplished management executive providing extensive experience in transit operations, bus/rail interface, safety, transit related construction and emergency management. Highly adept at negotiating agreements, developing and implementing disaster preparedness plans, completing safety inspections and audits, route planning & scheduling, and written proposals. Proficient in Microsoft Office Suite, Outlook and Remix. Outstanding leadership, communication, and presentation skills.

Professional Experience

Assistant Director Operations, Harris County CSD Transit *Houston Texas U.S.A.* 8/2016-Present

- Direct Fixed Bus Route, Para Transit and Non-Emergency Medical Services for Harris County Transit
- Represent HCT on local transit and planning teams including HGAC and the Metropolitan Planning Org.
- Serves as Incident Commander for PODs/CSA for HC Office of Homeland Security & Emergency Mgt.

Transit Safety Consultant/Contractor *Houston, Texas, U.S.A.* 11/2012-Present

- Self-employed contractor providing transit operations and safety consulting. Consulting services including bus/rail transit interface, safety, bus/bus rapid transit interface, demand response, route deviation, micro transit, construction management and transit bus detours.
- Clients include Uptown Management District, Greenspoint Management District, Fort Bend County Transportation, Conroe, The Energy Corridor, HDR Engineering, Inc. , TBL Inc. and METRO Houston

First Transit/First Group America *Fort Bend County, Texas, U.S.A.* 11/2011 - 11/2012

- General Manager for demand response and park & ride contract with 80+ employees (operators, mechanics, dispatchers, office staff) including oversight of DOT and FTA drug testing policies
- Established and monitored emergency management contingency plans for county transit assets
- Developed and maintained multi-million dollar budget with multi layered billing procedures
- Worked closely with customers to determine needs, develop solutions, provide scheduling (Trapeze) support, and monitor routes to ensure customer satisfaction for all levels of contract

Metropolitan Transit Authority *Houston, Texas, U.S.A.* 02/1983 -09/2011

- Directed transit operation activities including bus/rail interface and inspections on the Houston Metro Rail Expansion construction projects, and coordinated construction related work on City of Houston, Harris County, TXDOT, and various management district construction projects
- Operations Liaison with METRORail, METROLift Para Transit, Safety, Emergency Management, Service Planning and Scheduling, Maintenance, Training, Special Events, Government Affairs, Marketing, Engineering/Construction and Capital Planning, METRO Police, and METRORail Construction
- Worked with public, private, and community agencies to achieve high quality customer service and transit operations in the Metro Service area for regular transit service and special event services
- Developed bus bridging detour plans in conjunction with Metro Service Planning and responsible for coordination of METROBus in of support for METRORail

CHRISTINA GOMEZ

8510 Ferraro Lane, Houston, TX 77037 | 713-825-2912 | christina.gomez07@gmail.com

EXPERIENCE

Aldine ISD	<i>School Assistant Superintendent, Director of Strategic Planning & School Improvement, Principal, Assistant Principal, Program Director, Curriculum Coordinator, & Teacher</i>
1991-2020	School Assistant Superintendent for Primary & ACE Schools (2017-2020), Director of Strategic Planning & School Improvement (2015-2017), Principal, Carroll Elementary (2012-2015), Principal, Garcia-Leza EC-PK Center (2009 – 2012), Assistant Principal, Stephens Elementary (2007-2009), Multilingual Services Program Director (2000 – 2007), Assistant Principal, Carroll Academy for International Studies (1998-2000), Curriculum Coordinator for Elementary Bilingual & ESL Education (1994-1998), Bilingual Teacher, Johnson Elementary (1991-1994)
Airline Improvement District 2013-current	<i>Board Member</i> Board Member, Airline Improvement District
Montgomery College 2007	<i>Adjunct Staff Member</i> Adjunct staff member, ESL Test Prep Class
MacMillan McGraw Hill 1997	<i>ESL Handbook Contributor</i> Macmillan McGraw-Hill Professional Publishing Group Adventures in Time and Place/Aventuras a Traves del Tiempo
Houston ISD 1986-1991	<i>Bilingual Teacher</i> Bilingual Teacher, G.I. Sanchez Elementary Campus Bilingual Teacher of the Year (1991); Candidate for Houston Area Association of Bilingual Education (HAABE) Bilingual Teacher of the Year (1991)
1987-2015	<i>Presentations Include District, Vertical, Campus, University & Professional Organizations</i> Presentations: Aldine ISD, Houston ISD, National Principal Conference, Texas Council of Teachers of English Language Arts (TCTELA), Texas A&M, Kingsville, SHABE, National Association for Bilingual Education (NABE), Marble Falls ISD, Association for Compensatory Education of Texas (ACET) Conference, Mexican-American Association of School Boards (MASB) State Conference, Texas Association of School Boards (TASB) State Conference, Texas Association for Bilingual Education (TABE), State Conference TEXTESOL

EDUCATION

2014	Educational Doctorate in Professional Leadership, University of Houston, Houston, TX
1995	Master of Education in Administration, Sam Houston State University, Huntsville, TX
1986	Bachelor of Science in Education, University of Houston – University Park, Houston, TX

CERTIFICATION

2014-2026	Superintendent EC- 12th
Life Certification	Mid-Management Administration PK – 12th
Life Certification	Teaching Certification, Bilingual/ESL 1 – 8th

LUIS GARCIA

3315 Parkwood Drive, • Houston, TX 77021 • luis.garcia@ridemetro.org • 713.818.1690

Over twenty-seven years of experience handling budgets, personnel, and client development with an emphasis on building community partnerships. Experience in interviewing and making probing accurate assessments of people and/or situations. Ability to evaluate and resolve issues quickly. Motivated, task oriented and an experienced public presenter. Successful in developing and maintaining markets, expanding new programs, services and products in diverse communities. Experience in analyzing budgets and accounting for resources. Bilingual: English and Spanish. Computer skills include knowledge and efficiency in the following software: MS Word, MS PowerPoint, Word Perfect, Excel, and PeopleSoft.

PROFESSIONAL EXPERIENCE

SR. PUBLIC AFFAIRS REPRESENTATIVE 2012-PRESENT

METRO-Metropolitan Transit Authority of Harris County, Houston, Texas

METRO-Metropolitan Transit Authority of Harris County, Houston, Texas: is a major public transportation agency based in Houston. It operates bus, light rail, bus rapid transit, and para-transit service in the city as well as most of Harris County, Texas.

Core Accountability: Serves as the primary interface with stakeholders along a project corridor. Provides support and advice to METRO's respective management regarding any developments affecting a given project. Communicates with department staff, governmental entities, area residents and business owners in order to provide timely and accurate information.

Communication: Broadly supports the flow of information implementation to help deliver project specific communication strategies and action plans. Coordinates and disseminates information to stakeholders. Assist in developing written, audio/visual and multimedia communications to benefit stakeholders and METRO. Helps develop responses to stakeholders involving sensitive issues. Prepares and delivers internal and public presentations.

Strategic Planning: Works closely with the community leaders to coordinate efforts and create strategic plans to address public concerns. Fosters relationships with local government, State Government agencies, public and private schools and the private sector to ensure the successful implementation of strategic communication programs.

Project Management: Supports the delivery of communication and community relation activities for each stage of a project. Providing accurate and timely information about communication activities to the project team to enable organizational reports and responses to be produced. Applying project management principles to manage deadlines.

ASSOCIATE DIRECTOR-STUDENT SERVICES 2010-2012

The Art Institute of Houston, 1900 Yorktown Street, Houston Texas 77056

The Art Institute of Houston: Is a wholly owned subsidiary of The Art Institutes, one of North America's leaders in post-secondary career-oriented education for the creative arts.

Core Accountability: Assist the Director of Student Services in providing direction and leadership for the student financial aid program and staff with a special emphasis on compliance with federal regulations and state regulations that are consistent with the enrollment management objectives of the college and by administering financial aid, scholarships and student employment programs that support student recruitment and retention. Developed recruitment and retention initiatives.

Strategic Planning: Lead development team for student financial aid marketing materials. Review and adjust processing of student loan applications to maximize efficiently and develop procedures for handling incomplete applications.

Strategic Alliances: Develop strong alliances with the other student service offices and staff within the college to accommodate the flow process of applications, information and to enhance the efficiency of resolving issues.

Customer Service: Built strong alliances with support staff by instituting a hands-on approach and accountability that contributed to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services.

EXECUTIVE SALES REPRESENTATIVE/FAMILY SERVICE SALES COUNSELOR 2009-2010

Service Corporation International, Forest Park Lawndale, 6900 Lawndale, Houston Texas 77023

Service Corporation International: North America's largest provider of end-of-life arrangements and services based in Houston, Texas. **Core Accountability:** Consistently build relationships and work cooperatively with the sales and operations staff. Collaboration and teamwork with sales counselors, sales managers and community outreach.

Strategic Planning: Create innovative promotional marketing strategies, designed to expand markets in the geographical sales territory. Establish and maintain strong business relationship with families. Consistently exceed market goals.

Strategic Alliances & Partnerships: Initiate and coordinate with community leaders to develop markets through group presentations and education by creating products to meet specific needs. Formulate community outreach to build markets.

Customer Service: Thoroughly and completely respond to inquiries in a timely, respectful, sensitive and professional manner. Remain in contact with families to ensure satisfaction. Provide service beyond expectations to ensure satisfaction and to form foundation for future sales based on long term relationships.

COMMUNITY DEVELOPER - RIPLEY HOUSE 2006-2009

Neighborhood Centers Inc., 4500 Bissonnet, Bellaire, Texas

Neighborhood Centers Inc.: a non-profit agency that brings resources, education and connection to under-served neighborhoods. It is one of the largest and most successful local non-profits in Houston.

Core Accountability: Director of the Ripley House Community Center. Manage resources, staff, payroll and budgets. A member of the Community Development Management Team that represents the agency to local leaders and service partners. Responsible for implementation of programs based on an asset model in the areas of leadership development, health, education, economic development, immigration and citizenship.

- **Strategic Planning:** Conducted and evaluated over 180 appreciative inquiry interviews to assist in building programs based on the strengths of the community. Analyzed the service area to identify opportunities to implement new programs. Partnered with the business community, churches, elected officials and schools to increase resources in the community.
 - **Management and Supervisory:** Coordinate, conduct and facilitate ongoing programs. Audit programs and develop and implement new programs. Responsible for supervision of the entire Ripley House staff.
 - **Organizational Leadership:** Develop and facilitate the Ripley House Advisory Board and committees. Coordinate and conduct the monthly service providers' meeting at the Ripley House.
 - **Team Building:** Member of the NCI Catalyst Team, an internal team that develops policy for applying and promoting the new century asset model. Act as a key liaison between the agency and various programs, services and outside partnerships.
 - **Strategic Alliances & Partnerships:** Collaborated with the East End Chamber of Commerce and the Greater East End Management District to promote the East End Strategic Vision Plan. Facilitated a community forum for the Buffalo Bayou Project (a multi-million-dollar flood control project). Initiated and coordinated with community leaders and the Harris County Clerk's Office to establish Ripley House as an early voting site. Instrumental in coordinating with the City of Houston in establishing the Second Ward Super Neighborhood Coalition.
 - **Creating and Launching Community Awareness Programs:** Developed appropriate plans to launch new programs under the asset-based approach model: small business classes, market place, and immigration and citizenship classes. Implemented the Aggie Summer Institute "Jump Start to College Program". The program is a college bound program sponsored by Texas A&M to assist first generation students to prepare for the college experience.
 - **Business Accountability:** Prepared written reports for the executive team including the CEO. Reports detailing open action items, budget reports, accomplishments on a weekly, monthly and quarterly basis. Responsible for ongoing quality improvement of programs using appropriate tools or processes. Monitor team achievement of program goals. Monitor budget and ensure programs remain on target with spending and accounts receivable. Planning and implementing staff training.
-

ASSISTANT VICE PRESIDENT-MARKETING SOLUTIONS, NELNET, 2003-2006

National Educational Loan Network Corporation, Lincoln, Nebraska

Nelnet: one of the leading educational finance companies in the U.S. and is focused on providing quality student loan products and services to students and schools nationwide with over \$15 billion in total assets.

Core Accountability: Marketing and sales exclusively in the educational finance industry. Responsible for identifying opportunities to install Nelnet's products and services, including new product roll-outs, key account management, customer relationship development and contract negotiations.

- **Strategic Planning:** Evaluated over 50 financial aid offices in Texas and New Mexico. Analyzed office workflow and internal procedures to assist office in improving efficiency and to identify compatible products for specific needs of the office and personnel.
- **Manage Sales and Resources:** Exceeded volume growth goal by 10%. Excelled at building sales channels and integrating the sales and marketing organization following a corporate acquisition. Consistently able to achieve marketing goals while maintaining budget guidelines.
- **Team Building:** Acted as a liaison between the Hispanic Association of College and Universities (HACU) and Nelnet to form the first Hispanic loan program nationwide. A member of the sales team that acquired a \$20 million-dollar contract with HACU.
- **Strategic Alliances & Partnerships:** Selected to work with key accounts (Texas Guarantee Corporation and ELM Resources).
- **Business Accountability:** Prepared written reports for senior management. Marketing reports, marketing management goal and budget reports on a weekly, monthly and quarterly basis.

FINANCIAL AID ANALYST, HOUSTON COMMUNITY COLLEGE 1993-2003

Houston Community College System, Houston, TX

Houston Community College System: is the second largest two-year educational institution in the nation awarding thousands of students with financial aid. Promoted from Financial Aid Program Coordinator to College Financial Aid Analyst.

- Administered and managed Federal and State financial aid programs.
- Managed and supervised the in-take staff.
- Constructed and managed budgets and resources.

Coordinated and Conducted outreach activities (workshops/seminars) designed to inform students and parents on financial aid procedures and availability.

EDUCATION & TRAINING
Bachelor of Liberal Arts (BA), 1992 – University of Texas
At El Paso, Texas

Professional Development Courses:
Rutgers University -National Transit Institute
METRO Leadership and Management Training
METRO Professional Development Classes
Solution Selling Training
Franklin Covey Training
True Colors Training
Appreciative Inquiry Training

PROFESSIONAL & PERSONAL ORGANIZATIONS

- **Greater Northside Management District CIP**
Advisory Committee
- **Near Northwest Management District Public Safety**
Advisory Committee
- **METRO / North Houston Highway Improvement Team**
Advisory Committee
- **Northline Leadership Team Committee**
Advisory Committee
- **Harris Health System - Casa de Amigos Health Council**
Advisory Committee
- **City of Houston Complete Communities - Northside and Acres Homes**
Advisory Committee
- **Capital One Northside Education Coalition**
Advisory Committee
- **METRO Ambassador Program**
Head Program Coordinator
- **Saint Christopher Catholic Church**
An Active Member
- **March of Dimes**
Participant and Agency Coordinator

• **Annual Sylvester Turner Day at the Park Festival**

Committee Member

- **Houston Independent School District-Real Men Read Program**

Volunteer/Member

References Available Upon Request

Luis Garcia, Senior Public Affairs Representative

Luis.Garcia@ridemetro.org | 713-739-4059 |

Sector: Near North/Near Northwest



Luis brings a diverse background in community engagement and outreach, and multiple years of volunteer experience to his role at METRO. He takes pride in being able to connect with community members, successfully collaborate with service providers, and coordinate creative and engaging outreach activities. Before joining the team, he worked as a Community Developer at Neighborhood Centers Inc. and as an Assistant Vice President at Nelnet Corporation. His educational background includes a Bachelor of Arts degree in Liberal Arts (Political Science) from the University of Texas at El Paso. Luis joined METRO in 2012 and each day looks for an opportunity to collaborate, resolve an issue or concern, or teach a new person something about METRO. He considers Houston his home, where he lives with his wife, two children and remains actively involved in the community.

Participated and completed METRO milestones:

Major METRO projects in the area of public and project involvement, community engagement, education awareness, public information and special events/agency milestones.

- 2014 METRORail Green Line (Harrisburg)
- 2015 New Bus Network
- 2019 METRONext Moving Forward Plan

NELSON ARTURO ESPITIA

218 Hawthorne Street • Houston, Texas • 77006 • 713.505.2127
nelsonarturoespitia99@gmail.com

Professional Experience

HARRIS COUNTY PRECINCT TWO COMMISSIONER ADRIAN GARCIA'S OFFICE

Director – Community Relations Division

1/2019 – Present

- Assume management responsibility for the division.
- Oversee Service Requests operations.
- Supervise the development and implementation of goals, policies, and priorities for the Administration.
- Respond to and resolve sensitive and difficult issues related to external agencies, elected officials, and the public.
- Prepare and present reports at meetings between constituents and the public; facilitate follow-ups as needed; provide adequate staff assistance for the commissioner at events.
- Represent Precinct 2 when appropriate; head Ceremonial Documents program.
- Create and keep communication channels open with neighborhood groups such as HOAs, civic clubs, MUDs, and civic associations through various platforms.
- Monitor division benchmarks.

INDEPENDENT CONSULTANT

Self-Employed

3/2016 – 11/2018

- Create business development and promotional opportunities for clients through community outreach, targeted marketing, relationship development, and public engagement.
- Develop communications plans based on the needs, goals, and resources of the client.
- Manage client expectations, budgets, and schedules for on-going programs.
- Execute program development and implementation, including community and targeted outreach, market strategies, media, and direct lobbying.
- Direct external relationship activities for clients, including handling sensitive and proprietary information, as well as engaging with media, vendors, and advertisers.
- Design communication materials, including traditional collateral and product/service literature, websites, and press releases.

CITY OF HOUSTON

Chief of Staff – Department of Neighborhoods

1/2015 – 2/2016

- Oversaw and managed highly prioritized projects.
- Provided strategic advice to director to improve the daily management of the department.
- Suggested problem resolution approaches and procedures.
- Led and directed the work of others.
- Concentrated on troubleshooting and daily needs of the department.
- Regularly submitted reports to the director.

Director – Mayor's Citizens' Assistance Office (MCAO)

1/2010 – 12/2014

- Assumed management responsibility for the MCAO.
- Supervised the development and implementation of goals, policies, and priorities for the division.
- Responded to and resolved sensitive and difficult issues related to external agencies, elected officials, and the general public.
- Prepared and presented reports at meetings including all Public Sessions; facilitated follow-ups as needed; provided adequate staff assistance for the mayor at events.
- Represented the City of Houston when appropriate; interacted with Spanish media.
- Created and kept communication channels open with neighborhood groups and the general public.
- Acquired funding through public and private partnerships for the development of community programs.
- Monitored division benchmarks.

ANNISE PARKER FOR MAYOR

Hispanic Outreach Coordinator and Field Organizer

11/2009 – 1/2010

- Recruited, organized, scheduled, and trained volunteers to execute door-to-door canvassing and phone banking and to provide office support.
- Secured significant endorsements.
- Arranged meetings and phone calls with potential donors; conducted proper follow-up.
- Assisted and counseled lead Latino Outreach Organizer. Facilitated meetings and appearances.
- Acted as moderator and screener for Candidate Parker at Tele-Town Hall events.

PETER BROWN FOR MAYOR

Deputy Political Director

5/2009 – 11/2009

- Managed Candidate Brown's community support and endorsements.
- Designed and implemented strategy for Hispanic outreach.
- Coordinated and moderated town hall meetings.
- Worked closely with Communications vis a vis press releases, questionnaires, forums, and personal appearances.
- Staffed Candidate Brown at various screenings, forums, and fundraisers.
- Served as surrogate when appropriate.
- Recruited, organized, scheduled, and trained volunteers to carry out door-to-door canvassing and phone banking and to provide office support.

ADRIAN GARCIA FOR HARRIS COUNTY SHERIFF

Deputy Campaign Manager/Political Director

6/2008 – 2/2009

- Assisted in all aspects of campaign organization: Political, communications, and finance.
- Organized campaign events around the County.
- Coordinated volunteer projects at all levels.
- Planned and organized fundraising activities.
- Kept accurate accounting of incoming and outgoing money as well as donor recordkeeping and acknowledgements.
- Researched public appearances for Candidate Garcia, providing appropriate briefings.
- Tracked campaign timetable and deadlines.
- Staffed candidate when appropriate.
- Managed day-to-day operations of campaign office.

ST THOMAS HIGH SCHOOL

Teacher/Moderator, Spanish Club and Houston Area Model United Nations (HAMUN)

8/2002 – 5/2008

- Six years teaching Spanish I-III at St. Thomas High School, Houston, Texas.
- Endowed with two Master Teacher chairs.
- Expanded Spanish Club to encompass half of the student population.
- Quadrupled fundraiser income for charity supported by St. Thomas High School.
- Led and recruited members of the St. Thomas High School HAMUN chapter.

EDUCATION

Bachelor of Arts in Political Science and Spanish – University of Houston, 1999.

CHRISTOPHER M. MEDLOW



Chris Medlow is a Corporate Security Professional with over 16 years of experience in the field and 28 years with a Fortune 500 company. Chris began his UPS career in 1994 as a part-time warehouse clerk. He was soon promoted into operations management where he worked in different capacities throughout the organization. In June 2006, he took a lateral rotation into the Security Department as an investigator and was promoted to the Houston Area Security Manager in May 2018. Since 2019 Chris has been an instructor for UPS' Corporate Security Training Workshop where all UPS Security Professional are required to attend and obtain certification in interviewing and investigation techniques.

Chris is an active member of the Phi Beta Sigma Fraternity, Inc and is currently the audit committee chairman for the organization's local Houston Chapter. Phi Beta Sigma Fraternity, Inc., is an international organization comprised of 150,000 college-educated men, and built primarily on the ideology of promoting Brotherhood, Scholarship and Service. Over its one hundred plus years of existence, the Fraternity has focused on improving the global community through dedicated service. This focus has compelled the development of the organization's four main programs: Bigger and Better Business, Education, Social Action and Sigma Beta Clubs.

Chris has a bachelor's degree in Business Management and is currently enrolled at California Coast University in pursuit of a master's degree in Organizational Leadership. Chris and his wife Henva have 3 children: Chris(22), Kaleigh(18), and Jackson(15). During their free time, they enjoy traveling as a family and spending weekends at the soccer field, basketball gym and theatre supporting their children.