



TO: Honorable Mayor and Council Members
FROM: Council Member Crain, District 3
DATE: August 8, 2023
SUBJECT: Board, Commission and Committee Appointments and Reappointments

Request your consideration to *appoint* the following individuals to their respective boards with terms effective October 1, 2023 and ending October 1, 2025:

1. William Runyon Jr. (1st term) - Aviation Advisory Board
2. Stephanie Roehm (1st term) - Park and Recreation Advisory Board

Request your consideration to *reappoint* the following members to their respective boards with terms effective October 1, 2023 and ending October 1, 2025:

1. Deborah Freed (2nd Term) - Board of Adjustment – Commercial/Alliance Airport Board of Adjustment
2. Kenneth Jones (3rd Term) – Board of Adjustment – Residential
3. Paul Clark (3rd Term) – Building Standards Commission
4. Eva Williams (3rd Term) – Community Development Council
5. Chris Holbert (2nd Term) – Library Advisory Board
6. Joseph Romero (1st Term) – Pedestrian and Bicycle Advisory Commission

The respective applications are attached and resumes, if provided. The original copies will be maintained in the City Secretary's Office.

MICHAEL D. CRAIN

Council Member District 3 ★ 200 Texas Street ★ Fort Worth, Texas 76102
(817) 392-8803 ★ FAX (817) 392-6187

Application

Profile

Which Boards would you like to apply for?

Aviation Advisory Board: Submitted

William F

First Name

Runyon, Jr.

Last Name

wmrunyon@gmail.com

Email Address

5115 Cliffrose Ln

Street Address

Fort Worth

City

TX

State

76109

Postal Code

Mobile: (817) 247-4875

Primary Phone

Business: (817) 731-2789

Alternate Phone

Fort Worth Oral Surgery

Employer

Oral and Maxillofacial Surgeon

Job Title

Spouse Employer and Job Title

Cap Trust

What district do you live in? *

District 3

Length of time as a Fort Worth resident

61

Question applies to multiple boards

This board requires that you are a resident of Fort Worth. Are you a Fort Worth resident? *

Yes

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

Commercial pilot, instrument rating, multi engine land, single engine sea plane. I own and operate two aircraft based at Fort Worth Meacham. And I am the airport support Network volunteer for the Airplane Owner Pilots Association, AOPA. I regularly attend the four city aviation board meetings, and attended the master plan meetings for Fort Worth Meacham.

[Runyon_CV_2023.docx](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

No

Have you taken the State of Texas Open Meeting Act training?

Yes No

Conflicts of Interest

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

Lieutenant Colonel, United States Army, 1988 through 2002 Organized and led multiple medical missions to Honduras, Cambodia, India, Mexico performing care to indigenous populations, mostly through Christ Chapel Bible Church. All voluntary.

What is your educational background?

Post graduate, post doctoral.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

08/29/1961

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

William F. Runyon, Jr., DDS

Dr Runyon is a native of Fort Worth, TX, and after attending Texas Christian University and Baylor College of Dentistry, he joined the United States Army to initially complete a one year internship in General Practice. He eventually served over 14 years, early promotion and acquiring the rank of Lieutenant Colonel, and served in three continents, the south pacific and commanded several large clinics and organizations with multiple deployments. In 2002, Dr Runyon returned to Fort Worth to be close to family and partnered with Fort Worth Oral Surgery. In 2020, he was a founder of Allied OMS and sits on the Board of Directors.

Education:

DDS Degree	1984-1988 Baylor College of Dentistry, Dallas, TX
BS, Biology	1980-1984 Texas Christian University, Fort Worth, TX

Training:

1994-1988	Oral & Maxillofacial Surgery - Tripler Army Medical Center Chief Resident 1998
------------------	--

1988 – 1989	Advanced Education in General Dentistry Fort Benning, GA
--------------------	--

Experience:

2020 – Present	Founding Partner – Allied OMS, Member of the Board of Directors
-----------------------	---

2002 – Present	Oral & Maxillofacial Surgeon Fort Worth Oral Surgery 4300 Oak Park Lane, Fort Worth, TX 76109
-----------------------	---

2001 – 2002	Investigator – SCIREX Corporation 1320 Wonder World Drive, Suite 104, 106, San Marcos, TX 78666
--------------------	--

1998 – 2002	Chief Oral & Maxillofacial Surgeon – Fort Hood, TX Chief of Service, Clinic OIC since July 1999
--------------------	--

1993 – 1994	Army Officer Advanced Course, Honor Graduate – Fort Sam Houston, TX Executive Officer for 350 personnel
--------------------	---

1990 – 1993	Buedingen Dental Clinic – Frankfurt DENTAC, Germany Officer in Charge
--------------------	--

1989 – 1990	Brigade Dental Surgeon, 2 nd Infantry Division – Camp Casey, South Korea
--------------------	--

Certification:

1998	Part 1, American Board of Oral & Maxillofacial Surgery
-------------	--

Leadership activities:**Research**

Site Principal Investigator for Straumann Sponsored Non-interventional Studies:

- Bone Level Implant
- NC Roxolid Implant
- Bone Level Tapered Implant (ongoing)

Lectures:

Presented on various topics, including:

Bone Level Implant
Screw Retained Abutment
Roxolid Implant
Straumann's Fixed Hybrid Solutions

Study Clubs:

Lead multiple Spear Study Clubs and one ITI Study Club

Professional organizations:

- American Dental Association
- Texas Dental Association
- Fort Worth District Dental Society
- American Association of Oral & Maxillofacial Surgeons
- Texas Association of Oral & Maxillofacial Surgeons
- Fellow, International Team for Implantology
- AOPA, Flying Dentists Association

Licensure:

Dental License State of Texas License # 15823

Activities and Hobbies:

Active with multiple Christian and Healthcare Organizations serving the underprivileged, and our Military Veterans. Organized, recruited and fundraised large Medical Missions to Honduras (7), Cambodia (2), and participated on medical missions to India, Marshal Islands, Mexico, and regionally in Texas and Louisiana.

Commercial rated, Instrument pilot, flying multiple types of airplanes, to include vintage aircraft preserving a small piece of aviation history. Flying Veterans needing transportation, and Military Skydive Teams into major events. Prior competitive skydiver with multiple world records.

Husband, Father of two boys, cyclist, avid hiker, backpacker, and enjoy being outdoors.

Application

Profile

Which Boards would you like to apply for?

Zoning Commission & Alliance Airport Zoning Commission (DUAL Board): Submitted

Stephanie

First Name

Roehm

Last Name

sroehm01@gmail.com

Email Address

5244 Clearfork Main Street

Street Address

Apt 8102

Suite or Apt

Fort Worth

City

TX

State

76109

Postal Code

Mailing Address, if different from above

5244 Clearfork Main Street Apt 8102

Mobile: (817) 307-5905

Primary Phone

Alternate Phone

Self Employed

Employer

business owner

Job Title

Spouse Employer and Job Title

B&H Engineering-COO

What district do you live in? *

District 3

Length of time as a Fort Worth resident

8 years

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

I have been in Real Estate for almost 20 years and served at the State level in Ohio.

[Stephanie_Roehm_Resume_-_May_2023.pdf](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you taken the State of Texas Open Meeting Act training?

Yes No

Conflicts of Interest

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

See resume, all listed there.

What is your educational background?

Some College and Rea Estate school

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

08/08/1978

Date of Birth

Are you a registered voter?

Yes No

Stephanie Roehm

5244 Clearfork Main St. #8102
Fort Worth, Texas 76109

sroehm01@gmail.com
(817) 307-5905

“Live Local, Love Local, Serve Local” is the motto of Stephanie Roehm. She is passionate about the local volunteer causes with which she is involved. She is tenacious and persistent yet friendly with a recognized natural ability to communicate, network, plan successful events, and solicit donors. She is well organized, hardworking, and efficient with excellent time management skills. She also has the ability to foster and maintain strategic relationships with key people. Stephanie and her family are constantly engaged with the service institutions of Fort Worth and are dedicated to keeping this city great!

Experience and Achievements

Board of Directors, A Wish with Wings, 2017 to Present

Board member, Tarrant County Homeless Coalition, 2016 to 2018

Chair, Casa Manana Gala Committee, 2018, 2019

Director, Children’s Charities of Fort Worth - Margarita Society, 2016 to 2019

- Liaison between the board and the twelve charities served.

Events and Fundraising Committee, Meals on Wheels of Tarrant County, 2017 to 2019

- Havana Nights Auction & Gala Co-Chair
- Dinner series Chair

Advisory Council, Meals on Wheels of Tarrant County, 2015 to 2016

- Advocate of the mission to grow volunteers to the organization.

Volunteer, Meals on Wheels of Tarrant County, 2015 to 2017

- Delivers meals every Wednesday, Route Three – Forest Hill

Co-chair, Meals on Wheels *A Night in Casablanca* Gala, 2015 to 2016

- Tripled net revenue of the event from the previous year.
- Named Co-chair for the 2017 event.

Team Leader, Keller Williams Excel Realty Market Center, Westerville, Ohio, 2012-2013

- Targeted agent recruits to sell Keller Williams business model
- Lead and mentored agents in the office to increase sales

Realtor Political Action Committee, Columbus Board of Realtors & Ohio Association of Realtors, 2010-2011

- Worked on Annual RPAC Auction soliciting large donations & sponsorships
- Assisted in guidance and fundraising for PAC supporting pro-Realtor® & homeownership political candidates and issues
- Worked at State and local level.

Director, Ohio Association of Realtors, 2008-2010

- Decided and directed public policy support and initiatives for homeownership – four year term

Medina, Ohio, Keller Williams Franchise Launch Team (Tri-County Properties), 2008

- Targeted agent recruits to sell Keller Williams business model
- Assisted in office opening by achieving recruited real estate agent goals

Board of Directors, Keller Williams Tri-County Properties, 2006-2010

- Founder and chair of KW Medina Gives which raises money for local charities
- Taught agent classes for successful Real Estate Sales – *Millionaire Real Estate Agent*
- Chair of the agent leadership council.

Top 3% Realtors by Volume, State of Ohio, 2007-2010

- \$14 million in annual real estate sales
- Recognized by the State of Ohio at annual conventions

Realtor Political Action Committee, Akron Board of Realtors, 2006-2008

- Assisted in guidance and fundraising for PAC supporting pro-Realtor® & homeownership political candidates and issues

Work History

Owner, TOCCOA, Fort Worth, Texas, 2023 - Present

Owner, Western Pioneer Title, Fort Worth, Texas, 2022 - Present

Owner, VIP Real Estate Coaching, Fort Worth, Texas, 2017 - Present

Market Center Development Contractor, Rattikin Title, Willow Park, Texas, 2017-2019

Team Leader, Keller Williams Excel Realty, Westerville, Ohio, 2012-2013

Realtor, Keller Williams Tri County Properties, The Sharon Fletcher Team, Medina, Ohio, 2006-2012

Real Estate Assistant, The Sharon Fletcher Team, Medina, Ohio, 2005-2006

Paralegal, Office Manager, Callahan Greven Riley and Sinn, LLC, Akron, Ohio, 2002-2005

Application

Profile

Which Boards would you like to apply for?

Board of Adjustment - Commercial: Submitted

Deborah

First Name

Freed

Last Name

dfreed76109@gmail.com

Email Address

3225 Preston Hollow Rd

Street Address

Suite or Apt

Fort Worth

City

TX

State

76109

Postal Code

Mailing Address, if different from above

3225 Preston Hollow Rd

Home: (817) 235-0377

Primary Phone

Alternate Phone

Retired (from IBM)

Employer

Consultant

Job Title

Spouse Employer and Job Title

deceased

What district do you live in? *

District 3

Length of time as a Fort Worth resident

50

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

Extensive work with neighborhood association, organized development committee for neighborhood dedicated to preserving design integrity and ensuring Fort Worth building codes are respected. Prior work on Historical Commission. General interest in contributing to my community.

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

Historic Commission 2017-2019 Commercial Board of Adjustment 2020-2021

Have you taken the State of Texas Open Meeting Act training?

Yes No

[Certificate of completion.pdf](#)

Please upload a file

Conflicts of Interest

IMPORTANT NOTICE TO APPLICANTS

Members of Board and Commissions and their Family Members are prohibited from having a direct or indirect financial interest in a contract with the City. (City Charter, Chapter XXVII, Section 16)

What this means: *Except for limited circumstances, you cannot own or work for a company that has a current contract with the City.*

If you have any questions about your eligibility to serve on a City board or commission, please contact the City Attorney's Office at 817-392-7600

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

If you answer yes to any of the questions above, please explain or ask to speak to a representative:

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

Volunteer positions with neighborhood associations. Many positions from committee member, to different offices including president

What is your educational background?

TCU, BFA 1975 TCU, MFA 1977

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

06/24/1953

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

Application

Profile

Which Boards would you like to apply for?

Board of Adjustment - Residential: Submitted

Kenneth

First Name

Jones

Last Name

kenneth@kennethjones.com

Email Address

3509 Sagecrest Terrace

Street Address

Fort Worth

City

TX

State

76109

Postal Code

Mobile: (817) 480-3333

Primary Phone

Business: (817) 338-9000

Alternate Phone

Kenneth Jones Real Estate

Employer

President

Job Title

Spouse Employer and Job Title

N/A

What district do you live in? *

District 3

Length of time as a Fort Worth resident

46 Years

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

Active as a real estate agent and broker in Fort Worth for 35 years. State Certified Real Estate Appraiser in Texas for 25 years. Interested in improving the quality of life in the City of Fort Worth in whatever ways I am able.

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

I have served on a few committees in the past related to building ordinances and development. I can not recall when it was or specifically what they were but remember Wendy Davis was the Council Member assigned to the committees.

Have you taken the State of Texas Open Meeting Act training?

Yes No

Conflicts of Interest

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

See Attached Resume.

What is your educational background?

See Attached Resume.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

05/23/1957

Date of Birth

Are you a registered voter?

Yes No

KENNETH E. JONES, JR.

Email: Kenneth@KennethJones.com

BUSINESS ADDRESS:

Kenneth Jones Real Estate
3601 Hulen Street, Suite 100
Fort Worth, Texas 76107-6877
(817) 338-9000 Phone
(817) 338-2787 Fax

HOME ADDRESS:

3509 Sagecrest Terrace
Fort Worth, Texas 76109-2558
(817) 921-9207 Home
(817) 480-3333 Mobile

PROFESSIONAL EXPERIENCE:

- **March 2008-Present: Founder and Broker/Owner of Kenneth Jones Real Estate; A full service Real Estate Company specializing in Sales, Property Management, Valuation Services, and Apartment Locating. Fort Worth, Texas**
- **October 2014-Present: Broker/Owner of Award Property Management; A full service Real Estate Company specializing in Property Management, Leasing and Sales of Single Family and Small Multi-family Properties. Fort Worth, Texas**
- **July 1993-Present: President of Kenneth Jones & Associates; A Residential Real Estate Appraisal Company. Self-employed, Independent Fee Appraiser, Appraisal assignments include single-family residential, multi-family residential, ranch, raw land and condominium. Fort Worth, Texas**
- **January 1993-July 1993: Director of Government and Public Relations for the Law Offices of John R. Lively. Fort Worth, Texas**
- **January 1991-December 1992: Presidential Appointee, The Administration of President George H. W. Bush. Washington, D.C.**
- **May 1983-December 1990: Real Estate Sales Associate and Broker Associate for Helen Painter & Company REALTORS®. Primary responsibilities included real estate sales and property management. Fort Worth, Texas**

PROFESSIONAL AFFILIATIONS:

- **Certified Residential Real Estate Appraiser, State of Texas (TX-1326662-R)**
- **Real Estate Broker, State of Texas (0326402)**
- **Member – National Association of REALTORS®**
- **Member – Texas Association of REALTORS®**
- **Member – Greater Fort Worth Association of REALTORS®: 2009 *President of the Association*; Member of the Executive Committee; Member of the Board of Directors; Graduate of the Inaugural GFWAR Leadership Class; Current Chairman and member of the Governmental Affairs Committee; Member of the TAR Task Force on Mortgage and Banking Fraud 2008; Past member of numerous other committees.**

Kenneth E. Jones, Jr.

EDUCATIONAL BACKGROUND:

- Texas Christian University, Fort Worth, Texas: 27 hours toward Master of Business Administration
- Texas Christian University, Fort Worth, Texas: Bachelor of Business Administration, May 1979
- Borger High School, Borger, Texas: Diploma, May 1975

CHURCH AND CIVIC AFFILIATIONS:

- University Christian Church: Chancel Choir Member; Held numerous leadership positions; Church Member since 1975
- Youth Orchestra of Greater Fort Worth: *President of the Board of Directors 2006-2009*; Member of the Executive Committee; Secretary 2011, Board Member since 1999
- Legal Hospice of Texas: Advisory Board Member since 2008
- American Diabetes Association – South Central Division: Leadership Council Member; Chairman of America’s Walk for a Cure; Board Member 2005-2009
- American Red Cross – Chisholm Trail Chapter: *Board Chairman 2002-2004*, Board Member 1999-2005 (Serving Tarrant County and 22 other counties in Central and West Texas)
- American National Red Cross – Member of the Chapter Solutions and Collaboration Committee (Southwest Service Area)
- 20 and 25 Year TCU Class Reunion Committee Member; Financial Giving Co-Chair for both Reunions
- Stone Soup Connection (After-School Program): Past Board Member
- Symphony League of Fort Worth-Oktoberfest: Past Board Member
- Day Resource Center for the Homeless: Volunteer
- Fort Worth Hispanic Chamber of Commerce: Member
- Rotary Club of Fort Worth: Past Member

Application

Profile

Which Boards would you like to apply for?

Building Standards Commission: Submitted

Paul _____ Clark _____
First Name Last Name

paul.clark558@gmail.com _____
Email Address

5024 Highland Meadow Dr. _____
Street Address

Fort Worth _____ TX _____ 76132 _____
City State Postal Code

Home: (817) 292-8855 _____
Primary Phone Alternate Phone

Retired _____ None _____
Employer Job Title

Spouse Employer and Job Title

Texas Health Resources, Laboratory Director

What district do you live in? *

District 3

Length of time as a Fort Worth resident

33 years

Question applies to multiple boards

This board requires that you are a resident of Fort Worth. Are you a Fort Worth resident? *

Yes

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

I have served on the Building Standards Commission since January 2018 and was elected chairman in 2021. I have good rapport with other members of the commission and city staff. During my business career I have had to read, understand, interpret, and judiciously apply complex written regulations. I have an intermediate understanding of residential construction, including the ability to read blue prints.

[PMC Resume_07_2019.docx](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

Building Standards Commission 1/2018 to present

Have you taken the State of Texas Open Meeting Act training?

Yes No

[Paul_Clark_cert-test.pdf](#)

Please upload a file

Conflicts of Interest

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

Meadows West Homeowners Association, President 2015 - 2019, Present, Vice President 2013 - 2014, Member 1989 - 2013, Voluntary Fort Worth League Of Neighborhood Associations 2017 - 2019

What is your educational background?

BS, Texas A&M University, Commerce, numerous management and pharmaceutical quality and regulatory courses.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

05/30/1958

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

Application

Profile

Which Boards would you like to apply for?

Community Development Council: Submitted

Eva

First Name

Williams

Last Name

eva.williams@tcu.edu

Email Address

3625 Dominy Lane #1-614

Street Address

Fort Worth

City

TX

State

76116

Postal Code

Mailing Address, if different from above

5921 Goodman Ave Fort Worth, Texas 76107

Home: (817) 851-6295

Primary Phone

Alternate Phone

Trinity Metro

Employer

Grants Administrator

Job Title

Spouse Employer and Job Title

n/a

What district do you live in? *

District 3

Length of time as a Fort Worth resident

33

Question applies to multiple boards

This board requires that you are a resident of Fort Worth. Are you a Fort Worth resident? *

Yes

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

I'm a seasoned professional with experience in grant management, strategic planning and project management experience in transit, marketing, and education. I graduated in May 2021 from the Neeley School of Business at Texas Christian University. Through my experience at Neeley School of Business, I was selected to take part in a consulting role with Neeley & Associates to partner with a local media company to explore and develop brand extension opportunities. This opportunity coupled with my experience in transit, marketing, and education allowed me to build upon strategic planning, change management, and project management skills. The project consisted of market research, 15 bank interviews, ideation of more than 30 extension opportunities, and development of a 5-year financial model. I was also the secretary for the Neeley Honor Code Committee and the VP of Representation for the Neeley Association of Women MBAs. I am creative, detailed-oriented, thorough, and find enjoyment in being a conduit for change by developing creative and sustainable solutions for organizations. I always say, "it may not be broken but it may be time for a tune up". I love developing and implementing creative solutions! In my professional role, I develop proposals and manage federal, state, and local awards to sustain and advance transit across the City of Fort Worth and surrounding cities. In April of 2021, I launched a business, On Brand Strategic Solutions, a Texas-based firm specializing in innovative, transformative, and performance-based solutions. We work with individuals and businesses to align needs and priorities and build them into a workable solution to develop, transform and scale. Over the course of my career, I have worked with internal and external stakeholders from entry-level to executives to understand change management implications throughout the organization through the use of a structured methodology. I have been told that I have a knack to lead and unite teams to work more effectively and efficiently.

[Eva S. Williams - Resume 4-2023.esw.pdf](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

Community Development Council, District 3 from 2019-current

Have you taken the State of Texas Open Meeting Act training?

Yes No

Conflicts of Interest

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

Lake Como NAC - Secretary, Marketing Coordinator, Cowtown Cleanup and Neighborhood Litter Stomp Coordinator (volunteer) Steer Fort Worth - prior Board Member (volunteer) Junior League of Fort Worth - Social Media, Co-Chair 2021-2022, Daniel Migael Foundation Team Lead 2020-2021, All aBoard Leadership Development 2020-2021, Daniel Migael Foundation 2019-2020, Women's Center 2018-2019, Junior M.I.N.T.S. 2017-2018 (volunteer) Bridge Fort Worth - prior Board Member (volunteer) Lake Como Planning Committee - Vice Chair (volunteer) Lake Como Juneteenth - (volunteer)

What is your educational background?

A.A. - Tarrant County College B.S. Criminal Justice - Texas Woman's University M.B.A. - Texas Christian University

Demographics

Ethnicity

African American

Gender

Female

06/15/1990

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

Application

Profile

Which Boards would you like to apply for?

Library Advisory Board: Appointed

Christopher

First Name

Holbert

Last Name

chriswholbert@gmail.com

Email Address

6857 WOODSTOCK ROAD

Street Address

Suite or Apt

FORT WORTH

City

TX

State

76116

Postal Code

Mailing Address, if different from above

Home: (817) 366-1300

Primary Phone

Alternate Phone

Sonder Holdings Inc.

Employer

Attorney

Job Title

Spouse Employer and Job Title

League Real Estate, Realtor

What district do you live in? *

District 3

Length of time as a Fort Worth resident

34 years

Did you register with Appointment Project?

Yes No

Interests & Experiences

Describe any qualifications, expertise or special interests that relate to your possible appointment?

Giving back to the city and the area I love has been in my blood for a long time. I have spent the past six years as President of the Ridglea Hills Neighborhood Association. In that role it has allowed to help step out and work with other organizations within Fort Worth. I have served on the Camp Bowie Design Board, the The Community Based Subcommittee for the 2020 Census and I am currently Chairperson of the Ridglea Area Neighborhood Alliance.

[CWH_Resume_052119.pdf](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

No, I have not been a member of a City of Fort Worth board.

Have you taken the State of Texas Open Meeting Act training?

Yes No

Please upload a file

Conflicts of Interest

IMPORTANT NOTICE TO APPLICANTS

Members of Board and Commissions and their Family Members are prohibited from having a direct or indirect financial interest in a contract with the City. (City Charter, Chapter XXVII, Section 16)

What this means: Except for limited circumstances, you cannot own or work for a company that has a current contract with the City.

If you have any questions about your eligibility to serve on a City board or commission, please contact the City Attorney's Office at 817-392-7600

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

If you answer yes to any of the questions above, please explain or ask to speak to a representative:

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

Ridglea Hills Neighborhood Association Executive Board 2012 - Current; Ridglea Area Neighborhood Alliance 2015 - Current; Camp Bowie District Design Board 2014-2016; Community Based Sub-committee regarding the 2020 Census - Current. None of these positions was compensated.

What is your educational background?

I earned by BS from TCU in 1999 for Political Science and Business; I earned my JD from the University of Tulsa School of Law in 2004 and was admitted to the Texas Board in 2004. I am a graduate of Fort Worth Arlington Heights High School.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

10/28/1976

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

Christopher W. Holbert
6857 Woodstock Road
Fort Worth, TX 76116
(817) 366-1300 • chriswholbert@gmail.com
www.linkedin.com/in/chriswholbert

EXPERIENCE

Axiom Law – Dallas, TX May 2017 – Present
Attorney (Contract Position)

- Outsourced to IBM and Alcon.
- Assisting with Alcon's contracts team negotiating and securing all Alcon contracts as they prepare for their divestiture from Novartis.
- Review, draft, negotiate and facilitate the execution of General Data Protection Regulation (GDPR) Agreements.
- Advise various business units on legal ramifications and issues relating to GDPR.

McAfee LLC – Plano, TX October 2017 – May 2018
Attorney (Contract Position)

- Reviewed, drafted, negotiated and facilitated the execution of complex sales, high tech commercial litigation, consumer and enterprise software licensing and distribution, e-commerce contracts which were valued at more than \$100 Million in sales globally.
- Managed outside counsel involving the consumer and enterprise software licensing and distribution, e-commerce agreements.
- Provided legal advice to business clients with regards to marketing content, privacy and security matters, HR issues, transactions with customers and vendors and dispute resolution management.

AZZ Inc. – Fort Worth, TX June 2012 – September 2017
Assistant General Counsel/Compliance Manager

- Headed AZZ's contracts department which drafted, negotiated and facilitated the execution of complex sales contracts with AZZ's customers which were valued at more than \$100 Million in sales globally.
- Oversaw mergers and acquisitions resulting in approximately \$25 million dollars in added revenue for the company.
- Managed outside counsel involving the purchase, sale and lease of corporately owned properties cutting outside legal expenditures by half.
- Headed AZZ's corporate compliance policies and procedures as well as created and implemented AZZ's Corporate Social Policy manual.
- Advised on legal ramifications and issues of business case proposals which were used to obtain budget and finance approval.
- Directed legal education to company managers and employees on changing corporate policies and procedures.

Oracle America, Inc. – Irving, TX February 2007 - June 2012
Transactional Attorney

- Initiated the development of the RFP Contracts team at Oracle.
- Led Oracle's contracts team negotiating and securing sales opportunities at the commercial and federal, state, provincial and local levels of Canadian and United States government in accordance with Oracle's ever changing standard operating procedures and in compliance with US law.
- Reviewed, negotiated and drafted complex technology transactional documents from the sales team in both the commercial and public sector.
- Advised and drafted language on regulatory compliance, intellectual property, UCC/general contract and other legal and business issues.

- Proactively resolved commercial and legal issues, including contract disputes.
- Interacted regularly with Fortune 500 customers in negotiating non-standard documentation to address unique customer needs and concerns.
- Acted as a liaison between sales representatives, proposal managers, business practices, revenue accounting, human resources, security and the customer to resolve contractual and consulting business issues.
- Authored policy and procedures as a founding member of the North American RFP Response Team as well as created departmental training program infrastructure.
- Validated all aspects of contract packages for accuracy and compliance with Oracle's business practices and standards regarding proprietary and confidentiality matters.
- Anticipated problems and initiated actions to ensure Oracle contractual responses to their customers were completed in a timely manner.
- Managed RFP team in Costa Rica, overseeing reviews and approvals of Oracle RFP contracts.
- Assigned case management of RFP workload among the RFP contracts team.
- Oversaw training of incoming members of the RFP Group, domestically and abroad.
- Responsible for securing contracts equaling millions in sales.

Small Business Administration – Fort Worth, TX
Senior Team Lead Attorney

October 2005 – February 2007

- Managed a contracts team of twenty individuals, oversaw the review and distribution of SBA loans and transactions and ensured internal compliance of SBA policies and procedures within contracts team.
- Reviewed and verified legal contracts for compliance with SBA and governmental policies.
- Drafted Real Estate loan contracts for businesses and individuals.
- Endorsed and disbursed real property loans.
- Corresponded with loan applicants to execute loan contract.

Brown, Pruitt, Peterson & Wambsganss P.C. – Fort Worth, TX
Associate Attorney

July 2004 – September 2005

- Case management, trial preparation, discovery and drafting motions and pleadings within a general practice law firm with an emphasis on civil and commercial litigation, insurance defense, subrogation and corporate, family, contract and real estate law.

EDUCATION AND LICENSES

University of Tulsa College of Law – Tulsa OK
Juris Doctor

January 2002 – May 2004

- International study at Dublin Law Program in Ireland and Leuven Law Program in Belgium

Texas Christian University – Fort Worth TX
B.S. Political Science, Minor in Business

August 1995 – May 1999

Admitted to State Bar of Texas, November 2004

Application

Profile

Which Boards would you like to apply for?

Pedestrian and Bicycling Advisory Commission: For Review

Joseph

First Name

Romero

Last Name

joseph.romero@williamstrew.com

Email Address

4200 Bridgeview Dr Apt 1738

Street Address

Suite or Apt

Fort Worth

City

TX

State

76109

Postal Code

Mailing Address, if different from above

Joseph Romero PO Box 470032 Fort Worth, Texas 76147

Mobile: (817) 606-7175

Primary Phone

Alternate Phone

Williams Trew Real Estate

Employer

Real Estate Owner

Job Title

Spouse Employer and Job Title

Not married

What district do you live in? *

District 3

Length of time as a Fort Worth resident

9

Question applies to multiple boards

This board requires that you are a resident of Fort Worth. Are you a Fort Worth resident? *

Yes

Did you register with Appointment Project?

Yes No

Interests & Experiences

Joseph Romero

Describe any qualifications, expertise or special interests that relate to your possible appointment?

My leadership skills, ability to be a team player, and self-starting drive will allow me to be an excellent asset to the pedestrian and bicycling commission. I am an avid cyclist and runner. I have run 4 half marathons, 1 full marathon and currently training for a 2nd. Being that I am out on the roads and streets daily, it will provide me many opportunities to solicit feedback from the community which will be vital to my service on this committee.

[Oct 2021_JTR_Resume_.docx](#)

Upload a Resume

Commitment

Recognizing that serving on a board, commission or committee is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? *

Yes

If required by law, do you agree to complete all financial statements required for the appointed board, commission or committee? *

Yes

Have you ever been a member of a City of Fort Worth board, commission or committee before? If so, please indicate the board, commission or committee and approximate dates of service:

Have you taken the State of Texas Open Meeting Act training?

Yes No

[Certificate_of_training_Joseph_Romero.pdf](#)

Please upload a file

Conflicts of Interest

IMPORTANT NOTICE TO APPLICANTS

Members of Board and Commissions and their Family Members are prohibited from having a direct or indirect financial interest in a contract with the City. (City Charter, Chapter XXVII, Section 16)

What this means: Except for limited circumstances, you cannot own or work for a company that has a current contract with the City.

If you have any questions about your eligibility to serve on a City board or commission, please contact the City Attorney's Office at 817-392-7600

Do you, your spouse or a member of your immediate family, own or work for a company that has a current contract with the City of Fort Worth?

Yes No

Do you, your spouse or any immediate family member, individually or on behalf of company/business entity have any pending bids, proposals or negotiations with the City?

Yes No

Do you, your spouse or a member of your immediate family routinely come before the Board or Commission you are applying for?

Yes No

Are you or your spouse, either individually or on behalf of a business entity, involved in any pending bids, proposals or negotiations in connection with a city contract?

Yes No

Do you represent the private interests of others in criminal or civil litigation or a claim to which the City or an employee of the City is a party?

Yes No

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which the City of Fort Worth or its agencies are interested parties?

Yes No

Do you or your spouse, either individually or through your employers, have any pending claims against the City?

Yes No

Have you had any convictions of criminal offenses other than parking or traffic tickets?

Yes No

If you answer yes to any of the questions above, please explain or ask to speak to a representative:

Civic Engagement & Education

What civic or community endeavors have you been involved in? (Please list names of organization(s), positions held, dates of service and whether your service was provided on a compensated or voluntary basis.)

I have been actively serving the Fort Worth community since 2013. Since then I have been a standing member of the Aids Outreach Center serving on the Evening of Hope Black Tie Committee. In 2017, I was elected as an advisory board member and served until August 2021. Since 2018, I have been a standing committee member of One Safe Place Invitational and Partee. Starting in 2022, I will be a committee member of Oktoberfest Fort Worth and I have been volunteering from September 2021 to current. I am also currently as a serving member of the Greater Fort Worth association of realtors and the National association of realtors.

What is your educational background?

Biology Major with a minor in business. December 2016. Board Member of The National Society of Leadership and Success (May 2014-December 2016). Board Chair of Community Service for The National Society of Leadership and Success.

Demographics

Ethnicity

Hispanic

Gender

Male

07/13/1992

Date of Birth

Are you a registered voter?

Yes No

If no, would you like us to send you a voter's registration card?

Yes No

JOSEPH ROMERO

P.O. Box 470032, Fort Worth, TX, 76147 | (C) 8176067175 |
Joseph.t.romero@outlook.com

Professional Summary

Stands for professionalism, integrity, compassion, and competency. Top producing agent that uses attention to detail, making every client a priority. Cultivating relationships by helping people find their dream home tied to their lifetime and financial goals. Elevating every real estate experience from start to finish and creating an enjoyable undertaking. People are more than a transaction, they are critical and exceptional to my profession. Serving my community and being a team player are core ethics of my foundation. Believing in making a difference in the world in order to serve clients and the Fort Worth community. Gratitude is always tied to both my personal and professional goals. Utilizing outstanding communication skills, attention to detail, creativity, and knowledge when serving the community, clients, and associates.

Skills

Active Texas Real Estate License
Customer Service Oriented
Detail Oriented
Excellent Negotiating Skills
Works Well Independently
Strong Organizational Skills
Client Oriented

Reliable
Organized
Team Player
Strong Client Relations
Quick Learner
Natural Leader
Strong Communication Skills

Work History

Real Estate Agent

February 2017 – Current

Williams Trew Real Estate

Fort Worth, TX

- (2019-2021) Fort Worth Top Realtor by Fort Worth Magazine and 360 West Magazine.
- Small groups sales leader at Williams Trew (2019-Current).
- 2019-2021 Ebby Corp. Relocation team.
- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Advertised client properties on websites, through social media and in real estate guides.
- Coordinated appointments to show marketed properties.
- Accompanied buyers and sellers to their home inspections and appraisals.
- Negotiated, facilitated and managed real estate transactions.
- Continually stayed up-to-date on mortgage rates and related real estate news.
- Marketed and sold property for clients by hosting open houses and advertising online and in print.
- Followed up with prospective buyers regarding incentives from the builder and new developments in the surrounding area.
- Communicated with clients to understand their property needs and preferences.
- Developed and maintained a list of properties suited to different needs and budgets.
- Delivered positive and effective sales presentations.
- Informed homebuyer of the sales, construction and warranty processes.
- Maintained connections with clients to encourage repeat business and referrals.
- Managed contracts, negotiations and all aspects of sales to finalize purchases and exceed customer expectations.

JOSEPH ROMERO

P.O. Box 470032, Fort Worth, TX, 76147 | (C) 8176067175 |
Joseph.t.romero@outlook.com

- Developed and maintained relationships with clients through networking, postcards and cold calling.
- Used NTREIS and other realtor databases to find properties for clients.
- Worked closely with clients to get the appropriate loans, inspections and credit reports.
- Converted prospects to closed sales for clients located throughout Fort Worth.
- Negotiated contracts on behalf of clients.
- Guided clients from beginning to end of the home buying process in choosing the right property.

Work History (continued)

Webcor International, Inc.

August 2015 – January 2017

Commercial Real Estate Administrative Assistant

Fort Worth, TX

- Prepared and organized documents for board interviews.
- Guided clients from beginning to end of the tenant rep process in choosing the right property.
- Developed and maintained a list of properties suited to different needs and budgets.
- Communicated with clients to understand their property needs and preferences.
- Managed and reviewed filing and office systems.
- Organized and attended board meetings, including compiling all documents and reports ahead of time.
- Sourced and ordered office equipment and supplies.
- Maintained appropriate filing of personal and professional documentation.
- Wrote reports, executive summaries and newsletters.
- Filed paperwork and organized computer-based information.
- Created market and customer-specific marketing solutions for managed brands.
- Maintained up-to-date account distribution information.
- Developed methods to establish and clarify customer objectives.
- Developed metrics and measured success in order to further penetrate the marketplace.
- Created aerial maps of cities and counties.
- Researched properties for clients, such as Burlington.
- Drafted and created presentations for Burlington committee meetings.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Maintained a clean reception area, including lounge and associated areas.
- Obtained signatures for financial documents including internal and external invoices.

King, Smith Law Firm

May 2014 – May 2015

Administrative Assistant

Fort Worth, TX

- Directed guests, routed deliveries, and courier services.
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- In charge of client relations and setting up client meetings
- Drafted legal documents and transcribed legal documents.
- Managed office supplies, vendors, organization and upkeep.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
- Obtained signatures for financial documents and internal and external invoices.

JOSEPH ROMERO

P.O. Box 470032, Fort Worth, TX, 76147 | (C) 8176067175 |
Joseph.t.romero@outlook.com

- Screened all visitors and directed them to the correct employee or office.
- Maintained a clean reception area, including lounge and associated areas.
- Helped distribute employee notices and mail around the office.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Compiled company information and related material and distributed it to candidates

Dr. Kevin Terrell, DDS
Administrative & Dental Assistant

April 2013 – April 2014
Dallas, TX

Assisted Dr. Terrell as a Dental Assistant (internship) and also functioned as administrative office support during this time.

Education

Bachelor of Science: Biology

December 2016

The University of Texas at Arlington

Arlington, TX

Biology Major with a Minor in Business Management.

Board Member of The National Society of Leadership and Success.

Board Chair of Community Service for The National Society of Leadership and Success.

Affiliations

Joseph is currently active with many organizations and community involvement including:

(2018-Current) Serves on the committee for Flight of Hope One Safe Place

(2021-2022) Oktoberfest FW Volunteers and new committee member

(2017-2021) AOC Board of Advisors

Serves on the committee for Aids Outreach Center (AOC), and AOC Evening of Hope

Greater Fort Worth Association of Realtors

National Association of Realtors

References

Available upon request.