

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: March 28, 2012

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointments of MacKenzie Roebuck-Walsh and Dennis Varela to the Denver Women's Commission for terms effective immediately and expiring on June 30, 2013 OR until a successor is duly appointed.

3. Requesting Agency: Mayor's Office

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms begin immediately and expire on June 30, 2013
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. Is there any controversy surrounding this ordinance? *(Groups or individuals who may have concerns about it?)* **Please explain.**

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

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MacKenzie C. Roebuck-Walsh

mackenzie.roebuck-walsh@gmail.com

(605) 390-3525

Denver, CO 80206

PROFILE Outgoing and driven IMBA graduate specializing in cross-cultural relations and business strategy. Team leader and consensus builder with strong work ethic known for using interpersonal skills to improve performance of teams. Skilled communicator who continually strives for improved performance and execution.

Education International MBA, Denver University
BSBA International Business and Public Relations, Magna Cum Laude
Drake University, Des Moines, IA
Denver World Trade Center, Certificate in International Trade

Experience Summary

- Sand Cherry Associates, Consultant
March 2010- present
 - Business strategy development for major cable corporations
 - Data base management
 - Financial forecasting
 - Denver World Trade Center, Communications Intern
September 2009- March 2010
 - Developed world wide social media
 - Facilitated educational conferences
 - Learned global export and import business in Colorado
 - UBS, Private Wealth Management, Rapid City, SD
September 2008- May 2009
 - Developed and implemented a Client Service Matrix
 - Expanded retirement market share for plans of \$5 million and up
 - Created processes for referrals, prospecting and high-net worth seminars
 - JET Program, Foreign Language Teacher, Japan
July 2007- August 2008
 - Taught English in the most prestigious Japanese-English exchange program
 - Created innovative activities to facilitate learning English
 - Acted as an American Ambassador by sharing my culture through lectures and my daily activities as a member of a rural Japanese community
 - Meredith Corporation, Interactive Media Intern, Des Moines, IA
March 2006- March 2007
 - Published content to Web sites utilizing Dreamweaver
 - Maintained integrated marketing Web sites
 - Created marketing links with in the Meredith family of Web sites
 - Juvenile Diabetes Research Foundation, Public Relations Intern, Des Moines, IA
September 2005- January 2006
 - Facilitate the Time to Talk Program
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- Create flyers, posters, brochures and invitations using Microsoft Publisher
- Organized all tasks for the yearly walk using Microsoft Project
- Caterpillar Logistics Services Inc., Parts Record Clerk, Morton, IL
June 2005-August 2005
 - Compared/contrasted outside subsidiary inventory with local warehouse inventory
 - Managed data using Microsoft Excel and Word
- Iowa Democratic Party, Minority Coordinator Intern
 - Worked with community outreach leaders to organize and promote events
- Dakota Travel, Travel Agent, Lead, SD
 - Built and maintained company Web site
 - Organized office communications
- Drake University, Student Ambassador
- Manager of 1903's Fine Dining Room
 - Trained and scheduled employees
- Handled customer complaints

Foreign Studies

- National University of Ireland, Galway 2005
- Lorenzo de Medici International School, Florence, Italy 2004
- Univesite Blaise Pascal, Clermont Ferrand, France 2006
- Univesite de Quebec á Chicoutimi, Canada 2006
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Activities and Awards

- Alpha Kappa Psi, Professional Business Fraternity
 - Pledge class professional chair, organized several professional events
- Special Envoy to the United States from Japan
- Big Brothers Big Sisters School Mentor
- AAUW Member
- Kappa Kappa Gamma Sorority
 - Chair of the Scholarship and New Member Committees
 - Standards Committee Member
- Mortar Board Honor Society
- Hyogo Times, Columnist
- Drake Magazine, Staff Writer
- Re-Enter Magazine, a Meredith Publication for the Annie E. Casey Foundation
- Executive Council, Carpenter Hall
 - Community Service Chair
- American Marketing Association, Drake University Chapter
- PRSSA, Drake University Chapter
- Omicron Delta Kappa, Greek Honor Society
 - Recruitment Chair
- Volunteer Goodwill English Language Program
- Volunteer at the Tamba-shi International Center
- Drake University Freshman of the Year Award
- National College Community Service Award

BOARDS AND COMMISSIONS APPLICATION

Board or Commission you are applying for: Service on Denver Women's Commission

Dennis Varela

Sr. IT Systems Administrator/ Technology Services, City& County of Denver
201 W. Colfax, Dept. 301, Denver, 80202
Dennis.varela@denvergov.org
Work: 720 913-5121, Work Fax: 720 913-4993

Home Address:
2411 Lowell BLVD
Denver, CO 80211
303 506-9469
Dennis.varela@yahoo.com

I am a registered voter in Denver County
Denver District Council 1
Hispanic
I have a bachelor's degree from the University of Texas at Austin, 1992

Memberships/ Organizations/ Volunteer Activities (include past or present):

- Founder of Build Lead Start, a framework for prosperity based on character development, personal and professional leadership and action.
- Technical advisor to Delta Colorado Police Department, provided development and guidance of innovative sex offender website for small communities.
- Member, Board of Directors, Delta Colorado Chamber of Commerce. (2005-2007)

References:

Bruce VanZant Technology Services 301 W. Colfax, Dept 301 Denver, Co 80202 720-913-4981	Robert Thomas Chief of Police, Delta CO 390 Main St Delta, Co 81416 970-275-4895	Rex Welsh 2323 S. Troy St. BLDG 3, Ste.200 Aurora, Co 80014 720-858-8609
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Special Information:

Is there anything that would adversely affect public confidence in your appointment or service?
No