

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MailHighOrdinance@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: July 10, 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 appointment of Carrie Warren to the Denver African-American Commission for a term effective immediately and expiring on September 26, 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:** Term effective immediately and expires on September 26, 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: _____

Carrie Warren

2248 S Dexter Street, Denver, CO 80222 • (720) 236-9831 • carrietwarren@yahoo.com

Summary

Talented, results-producing professional with a proven record of accomplishment in planning and leading comprehensive strategies in support of business goals and objectives. Solid leadership skills; superior written and verbal communication skills; energetically driven to surpass objectives while contributing to the overall success of a team; impressive work ethic and reputation for exceeding expectations.

Professional Experience

U.S. Bank • Denver, Colorado

Executive Assistant, Marketing Manager, Special Event Manager & Project Manager 2003-Present

Provides direct support to market president, managing committee, and board of directors; manage executive operations for market president and board of directors. Developed and managed a wide range of marketing tools, including collateral material, event invitations, web site content, employee newsletter and new employee announcements. Develop, execute, and manage special events for employees and clients with focus on community involvement and corporate visibility. Manage and communicate comprehensive marketing plan encompassing innovative marketing strategies designed to penetrate and grow targeted markets. Communicate with stakeholders (internal and external), management, internal departments, and vendors to coordinate overall marketing effort in accordance with corporate goals.

Commercial Service Banker & Relationship Manager

2001-2003

Portfolio assigned to some of the highest profile credit and depository accounts for Commercial Banking; large and complex in nature, with sales revenues of \$50 to \$250 million. Portfolios heavily focused on ski industry, real estate, insurance, and food and consumer industries. Manage and service commercial loans, depository, and treasury management products.

Merchant Sales & Service Team Lead and Customer Service Trainer

1999-2001

Managed team of seven bankers and trained new hire employee as Customer Service Representatives. Assist in development, modification, and presentation of training program to meet quality customer service needs.

Education

The Women's College at the University of Denver • Denver, Colorado

Bachelor of Arts in Law & Society; Minor in Business & Communications, 2007-2013

Leadership Roles

U.S. Bank • Denver, Colorado

- Employee Development Network, Board Member and Communications Committee Chair, 2004-2006
- Employee Development Network, Board Member and Networking Committee Chair, 2006-2008

Colorado Black Chamber of Commerce Foundation • Denver, Colorado

- Chamber Connect Leadership & Development Program, Graduate, October 2008
- Chamber Connect Leadership & Development Program, Program Co-chair, 2008-2010
- Chamber Connect Leadership & Development Program, Program Advisor, 2010-Present

University of Denver • Denver, Colorado

- Law & Society Student Association, Director of Memberships, 2010-2011
- Law & Society Student Association, Vice President of Marketing Affairs, Present
- TWC Inclusive Excellence Committee, Committee Member, 2012

Colorado for Legal Inclusiveness • Denver, Colorado

- CLI Dream Team Member 2010-2011

References

Furnished upon request