

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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 13, 2015**

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 Victoria Aguilar, Yusuf Hassan, Bridget Tetteh and Christina Eyre to the Denver Immigrant & Refugee Commission for terms effective immediately and expiring April 15, 2017 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](mailto: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](mailto: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 effective immediately and expiring April 15, 2015
- 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: \_\_\_\_\_

# Victoria Aguilar

4450 Newton St. • Denver, CO 80211 • Phone: 720.391.9407 • victoriaraguilar@hotmail.com

## Key Skills

Work effectively under pressure and high volume offices environment.

Vast experience working with Public and Executive Management

Ability to coordinate and supervise Complex Community Projects

Prepare various reports and presentations for Executive Meetings

Extremely dedicated and professional work ethic

Assist with coordinating meetings for Board of Human Services and Welfare Reform Board

Completely Bilingual in Spanish Language

## Education

Christ for the Nations Institute, Dallas, TX

**Associate Degree in Practical Theology,**  
2010

## PROFESSIONAL STAFF ASSISTANT

*Objective: I would like to obtain a position as a Staff Assistant for the Executive Management Team at Denver Human Services. I believe that I possess the necessary experience and skills to fulfill the duties that are required of this unique position.*

## Technology Summary

**City of Denver Technologies** CISCO, Customer Relations Management (CRM), CBMS, ORACLE, KRONOS, PCard Authorized User,

**Systems:** Unix-Based Systems ( Linux, BSD); Windows (all)

**Networking:** LANs, VPNs, Routers,

**Software:** MS Office 2007 (Word, Excel, Outlook, Access, PowerPoint)

## Summary

City and County Of Denver., Denver, CO

SEIU Communications Center., Dallas, TX

Colorado Technical University., Denver, CO

Denver Arts and Tech. Academy., Denver, CO

**Staff Assistant , 2013- Present**

**DHS Operations Manger, 2010-2013**

**Assistant to Political Director, 2008-2010**

**Assistant to Director of Admissions, 2006-2008**

**Student Registrar, 2001-2006**

Became an expert in providing support to High Level Management

- **Communication:** In all of the above positions, I was responsible to communicate effectively both with internal and external customers. Specifically being a first point of contact for all incoming visitors and phone calls. Responsible to screen all office inquiries and determine level of priority for Directors.
- **Conflict Management:** I manage and resolve conflicts within the day to day office operations; including escalated calls or clients, conflict of schedules, etc. I handle any office conflict in a positive and constructive manner in an effort to avoid further escalation.
- **Public:** I have extensive experience scheduling meetings, coordinating conferences, and various Community events. I have partnered with non-profit organizations and developed strong relationships to promote the well being of Denver's most vulnerable populations.
- **Financial Operations:** As an executive assistant I was responsible for the oversight and reconciliation of any office expenditures, I prepared several types of Expense Reports and Financial Reports for management. I was responsible to provide appropriate documentation to support any office expenses. I entered this information into a software database.

**BOARDS AND COMMISSIONS APPLICATION**

Please complete the following information in full, current resume or biography and return to the address below.

**Type or print in blue or black ink.**

Board or Commission you are applying for:

Commissioner \_\_\_\_\_  
Last Name: Hassan First Name: Yusuf

Occupation/Employer: Financial Consultant

Work Address: 2500 S. Havana St, City: Aurora Zip: 80014

Work E-mail Address: yusuf.a.hassan@kp.org

Work Phone: 303-338-3064 Work/Home Fax: \_\_\_\_\_

Home Address: 8225 Fairmount Drive #8-208 City: Denver Zip: 80247

Home Phone: \_\_\_\_\_ Cell Phone/ Pager: 720-933-9647

Home E-mail Address: yhassan14@gmail.com

Are you a registered voter? **Yes** If so, what county? Denver

Colorado ID or Driver's License Number: 03-195-1081

Denver City Council District No.: 5 Ethnicity African American (born in Ethiopia)

Highest Level of Education or Degree Earned: Bachelors Year Completed: 2009

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

See Resume

References (List three persons, not related to you, whom you have known at least one year):

**Name Address Phone Number**

Linda Childears, 101 Monroe St, Denver CO 80206, 303-524-2520, \_\_\_\_\_

Chris Brunson, 720-935 5684, 55 Madison St, Denver, CO 80206 \_\_\_\_\_

Carl Johnson, 303-913-5553, 2055 E Evans Ave, Denver, CO 80210 \_\_\_\_\_

**Special Information:**

Is there anything that would adversely affect public confidence in your appointment or service?

No

**If yes, please explain on a separate sheet of paper.**

Yusuf A. Hassan 9/30/2014

**Signature Date**

**Return Completed Form to:**

Anthony R. Aragon, Director of Boards and Commissions  
1437 Bannock

# BOARDS AND COMMISSIONS APPLICATION



Please complete the following information in full,  
current resume or biography and return to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: IMMIGRANT & REFUGEE COMMISSION

Last Name: TETTEH First Name: BRIDGET

Occupation/Employer: CITY & COUNTY OF DENVER

Work Address: 8500 PENA BLVD City: DENVER Zip: 80249

Work E-mail Address: BRIDGET.TETTEH@FLYDENVER.COM

Work Phone: 303 342 2189 Work/Home Fax: 303 342 2190

Home Address: 4307 CEYLON CT City: DENVER Zip: 80249

Home Phone: 720 470 7080 Cell Phone/ Pager: 720 470 7080

Home E-mail Address: BRIDGETYT3@GMAIL.COM

Are you a registered voter?  Yes  No If so, what county? DENVER

Colorado ID or Driver's License Number: 04-078-0489

Denver City Council District No.: 11 Ethnicity BLACK

Highest Level of Education or Degree Earned: MASTER'S Year Completed: 2011

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

DENVER ASSEST BUILDING COALITION  
CONSTRUCTION EMPowerMENT INITIATIVE ADVISORS  
COLORADO ASSOCIATION OF LIBRARIES

References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
<u>VALORIE YARBROUGH</u>	<u>2011 N COLFAX</u>	<u>303 955 062</u>
<u>JIMOTHY MARTINEZ</u>	<u>201 W COLFAX</u>	<u>720 913 1642</u>
<u>CHRIS LINES</u>	<u>8500 PENA BLVD</u>	<u>303 342 2187</u>

### Special Information:

Is there anything that would adversely affect public confidence in your appointment or service?  Yes  No  
If yes, please explain on a separate sheet of paper.

[Signature]  
Signature

9/29/14  
Date

### Return Completed Form to:

Anthony R. Aragon, Director of Boards and Commissions  
1437 Bannock Street, Room 350  
Denver, CO 80202 Phone: (720) 865-9032 Fax: (720) 865-8787  
[anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)

# BOARDS AND COMMISSIONS APPLICATION



Please complete the following information in full,  
current resume or biography and return to the address below.

**Type or print in blue or black ink.**

Board or Commission you are applying for: Immigrant and Refugee Commission

Last Name: Eyre First Name: Christina

Occupation/Employer: Disaster and International Services volunteer, American Red Cross

Work Address: 444 Sherman Street City: Denver Zip: 80203

Work E-mail Address: christina.eyre@redcross.org

Work Phone: 720.373.4911 Work/Home Fax: \_\_\_\_\_

Home Address: 1111 Osage Street, #32 City: Denver Zip: 80204

Home Phone: 303.534.8462 Cell Phone/ Pager: 720.373.4911

Home E-mail Address: ttingo@msn.com

Are you a registered voter? Yes No If so, what county? Denver

Colorado ID or Driver's License Number: 95-039-2379

Denver City Council District No.: 9 Ethnicity white

Highest Level of Education or Degree Earned: MA Year Completed: 2012

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

NAEHY (National Association for the Education of Homeless Children and Youth)  
American Red Cross, National Association of Professional Women, Warren Village,  
Colorado Symphony, Women's Bean Project

References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
Julie Rubsam	2800 Curtis Street, Denver, CO 80205	303.921.1194

Eric Jones	444 Sherman Street, Denver, CO 80203	303.607.4706
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Dan Wessner	3333 Regis Boulevard, Denver, CO 80221	303.964.5523
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### Special Information:

Is there anything that would adversely affect public confidence in your appointment or service? Yes  No   
If yes, please explain on a separate sheet of paper.

  
Signature

September 30, 2014

Date

### Return Completed Form to:

Anthony R. Aragon, Director of Boards and Commissions  
1437 Bannock Street, Room 350  
Denver, CO 80202 Phone: (720) 865-9032 Fax: (720) 865-8787  
[anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)