

Zoning Commission District 1	Application No: No: 20190223092146_7971
ELIGIBILITY	
Are you a qualified voter in the City of San Antonio?	Yes
PROFILE	
Prefix	Ms.
Last Name	Olivarez
First Name	Sarah
Middle Name	
Suffix	
Preferred Name	Sarah
Gender:	Female
Ethnicity:	Hispanic
Title	
Address Type?	Residence
Address	111 Dot Drive, Apt 7104
City	San Antonio
State	TX
Zip	78216
Phone Type?	Cell
Phone number	8322765273
Phone 2 Type?	
Phone 2 number	
eMail	saraholivarez5@gmail.com
Employer	Alamo Colleges District
Job Title	Innovation and Entrepreneurship Partner
Occupation	Innovation and Entrepreneurship Partner
Board/Commission/Committee Name	Zoning Commission~District 1~01
QUESTIONS	
If this board position requires residency within Bexar County, the City of San Antonio city limits or within a particular council district, do you meet those residency requirements?	Yes
Are you a City of San Antonio	Yes

resident?	
San Antonio Resident Length - Years	07
In which City Council District do you reside?	01
How many years have you lived in the City Council District where you reside?	03
Do you or any of your immediate family members or any businesses that you or they own currently have any direct or indirect financial interest in any contract(s) with the City, including subcontracts?	No
Will you or any of your immediate family members or any businesses that you or they own seek a contract(s) with the City in the foreseeable future?	Yes
Identify anticipated parties to the contract(s) and describe anticipated contract(s).	In the next 10 years, I plan to start a business. At this time, I am not anticipating seeking any specific contracts - though I am not opposed to working with the city in the future.
Do you or any of your immediate family members or any businesses that you or they own have any financial interest, direct or indirect, in any sale to the City of any land, materials, supplies, or service?	No
Does your employer or an employer of your immediate family members have a contract with the City?	Yes
List name of employer, family member and describe contract.	Alamo Colleges District I do not work on any contracts specifically for the city, nor do I anticipate that in the future with my role at the colleges. From my understanding, the district works with the city specifically supporting our students in scholarships and workforce development opportunities.
Do you or any of your family members currently serve or in the past year served as an administrative aide to a Councilmember?	No
Do you currently serve in any elected or appointed public government office?	No
Are you a member and/or officer and/or employee of any boards, commissions, corporations, non-profit	Yes

entities, agencies, or other entities?	
Give the title and dates of any position which you have held in such organization:	Innovation and Entrepreneurship Partner, Alamo Colleges District
Do you receive any compensation for service on this entity(ies)?	Yes
If yes, please describe compensation, for example - \$20 per meeting.	I work full-time for the Alamo Colleges District, \$39,975 per year.
Do you intend to seek election or appointment to any public office or board or commission in the foreseeable future?	No
Have you ever been hired for a position with the City of San Antonio?	No
Have you had any convictions of criminal offenses other than parking or traffic tickets?	No
Describe your Educational history.	-PMP Certification Exam Prep, 2018 - present, San Antonio, TX -Bachelor's of Business Administration in Entrepreneurship, The University of Texas at San Antonio, Class of 2015, San Antonio, TX -High School Diploma, Seven Lakes High School, Class of 2011, Katy, Texas
	<p>Certifications and Designations: -studying for PMP exam in 2019, San Antonio, TX -studying for Human-Centered Design facilitator in 2019, San Antonio, TX - Member, Alamo Project Management Institute, 2018 - present, San Antonio, TX -Mentor, Business Careers High School, September 2017 - present, San Antonio, TX Professional History: -(current) Entrepreneur and Innovation Partner, February 2018 - Present, The Learning Company at Alamo Colleges District, San Antonio, TX Lead all program operations and project management of The Learning Company's core programs across the district. - (current) Small Business and Entrepreneurship Specialist, July 2017 - Present, Independent Contractor and Consultant, San Antonio, TX Work with and support local small businesses and entrepreneurs through coaching, startup operations, project management, marketing and social media, and professional development. -Event Coordinator, January 2018 - June 2018, The Health Cell, San Antonio, TX Supported in planning and coordination of the inaugural HealthTech Bootcamp, an entrepreneurial startup program. -Project Manager, July 2017 - February 2018, Innove, LLC., formerly MTS Technologies, San Antonio, TX Joined as Assistant Project Manager, and</p>

Describe your Professional History & Certification designations (Current and historical).	<p>promoted to lead Project Management of all 11 Trusted Systems defense projects, to include T and M and FFP projects. -Sales Associate and Halloween Specialist, Seasonal, August 2014 - November 2017, Spirit Halloween 151 and 410, San Antonio, TX Worked with the highest grossing store in the region to support Halloween operations, inventory, and customers. - Operations and Community Manager, January 2016 - June 2017, Launch SA, powered by LiftFund, San Antonio, TX Managed day to day startup operations including: tracking and reporting entrepreneurial data for quarterly reports, supervising 2 of 7 Launch SA programs, presiding over community of entrepreneurs, and managing launchsa.org website. -Staffing Manager, May 2015 - January 2016, OfficeTeam a division of Robert Half, Inc., San Antonio, TX Joined as Sourcing Specialist, and promoted quickly by maintaining top 25 sales record of company. -Intern, January 2015 - May 2015, InnerAlly, Geekdom, San Antonio, TX Assisted the CEO and Founder, Dr. Cynthia Phelps, with target market and customer research for her mental health app. -Student Manager, September 2011 - May 2015, Business Office, in the University Center at The University of Texas at San Antonio Began as Student Assistant, becoming the first Business Office Student Manager, and implemented office procedures and protocols.</p>
Describe your Volunteer Experience & Community Service	<p>I am passionate about supporting the San Antonio community and I enjoy giving back whenever I can. Specifically, I like to volunteer with students, small businesses, and for community events - one of my hobbies is gardening, which you will notice in my experiences. These are experiences from about the past two years. NAWBO SAs Student Business Planning Mentor Roundtable, 2019 Gardopia Gardens, October 2018 - present Delta Hodge Ranch, June 2017 - present Business Careers High School Mentor, September 2017 - present Bexar County SMWBE Conference, December 2018 Launch SAs Entrepreneurship Week, November 2018 Geekdoms San Antonio Startup Week, October 2018 Hustle and Socialize Conference, June 2018 The Learning Company at Alamo Colleges District, February 2018 LiftFunds Womens Business Center, 2017</p>
Please provide a brief narrative	<p>I am always seeking to make an impact in my city, whether it's giving directions to a tourist or volunteering at a community event or garden to help local citizens I am passionate about this community. My goal in seeking appointment in this commission is to apply my operations, project management, and empathy skills to</p>

<p>outlining your reasons for seeking appointment to this board or commission:</p>	<p>district 1's needs to better make decisions for our community. I visualize a community of collaboration in honestly sharing ideas, promoting local resources and education, and empathizing with one another. We have to respectfully listen to each other in order to come up with a plan to solve our community's needs. I would love to be able to contribute to that through this opportunity.</p>
<p>APPLICATION SIGN-OFF</p>	
<p>As a board, commission, or committee member, you will be asked to adhere to: Code of Ordinances, City of San Antonio, Part II, Chapter 2, Article IX, Sec.2-534. All board and commission members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal.</p>	
<p>I understand that if any member of the public makes a request for information included in this Application for Appointment, most of the information must be disclosed under the Public Information Act. I understand that the City of San Antonio will attempt to maintain the confidentiality of highly private matters by seeking an Attorney General's opinion in accordance with the Public Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.</p>	<p>Acknowledged</p>
<p>OATH: I have read and understand the guidelines set out in this application. The foregoing statements are true, accurate, and complete. I agree that any misrepresentation or omission of facts may result in my disqualification</p>	<p>Acknowledged</p>

for appointment.	
Enter Your Name	Sarah Olivarez
Date of submission.	2/23/2019
The Texas Public Information Act provides that each government official may choose whether to allow the public access to the information in the custody of the City that contains your home address, home telephone number, or reveals whether you have family members. Please note that this does not apply to business addresses, which are subject to public disclosure. If an open records request is filed requesting to view or obtain records that contain your personal information, the City will take steps to protect your personal information as authorized by the Texas Public Information Act, but only if you have elected to protect personal information.	
I want the public to have access to my Home Address.	No
I want the public to have access to my Home Telephone Number.	No
I want the public to have access to my Social Security Number.	No
I want the public to have access to my Emergency Contact Information.	No
I want the public to have access to my Family Information.	No
Please attach any additional information, such as a current resume, using the Attachments panel at the bottom of this page.	

Sarah Olivarez

832.276.5273

saraholivarez5@gmail.com

Optimistic visionary with a craving to consistently learn more information to improve my resourcefulness nature. Commitment to fulfilling responsibilities with a strong drive to improve strategic operations by executing tasks. Confident relationship builder that thrives on positive feedback from helping others.

Experience

Entrepreneur & Innovation Partner

February 2018 - Present

The Learning Company at Alamo Colleges District, San Antonio, TX

Lead all program operations and project management of The Learning Company's core programs.

- Provide support to program including logistics, finance and accounting, grant management, event planning, and record keeping in compliance with Alamo Colleges District policies.
- Coordinates with internal and external stakeholders in the District and the local Entrepreneurship community such as, Geekdom, Small Business Development Center, Launch SA, and university entrepreneur programs.
- Market, promote, and recruit participants for The Learning Company's programs.
- Develop metrics and create reports to analyze the effectiveness of the program.
- Utilize Google Suites, Microsoft Office Suites, Salesforce CRM, Wordpress, SharePoint, Canvas, Cornerstone, Banner Finance 8 & 9, Adobe Creative Cloud.

Small Business & Entrepreneurship Specialist

July 2017 – Present

Independent Contractor & Consultant, San Antonio, TX

Work with and support local small businesses and entrepreneurs through coaching, startup operations, project management, marketing and social media, and professional development.

- Support *EEVET, Inc.*, an AI live entertainment booking platform, in sales promotions and scheduling coordination.
- Freelance with *Chef Junction* in catering operations, project management, marketing, and pricing structure.
- Enlisted with *The Friendly Cycle*, a startup peddle-pub company, in supporting operations, marketing, and driving.

Event Coordinator

January 2018 – June 2018

The Health Cell, San Antonio, TX

Supported in planning and coordination of the inaugural HealthTech Bootcamp, an entrepreneurial startup program.

- Assisted in program organization including operational documents, finances, logistics, and marketing.
- Led coordination and communication with mentors and volunteers for program.
- Responsible for program task management, participant follow-up and coordination, and post-event report.
- Utilized Constant Contact, Godaddy Web Services, Wordpress, Google Drive, Microsoft Office Suites.

Project Manager

July 2017 – February 2018

Innovate, LLC., formerly MTS Technologies, San Antonio, TX

Joined as Assistant Project Manager, and promoted to lead Project Management of all 11+ Trusted Systems defense projects, to include T&M and FFP projects.

- Created project schedules based on resource allocation, budget, and period of performance; and managed project budgets totaling \$14 million dollars.
- Managed client relationships, created project reporting, and maintained project information repository.
- Documented and addressed issues and risks, made key project decisions, executed project-related assignments, and aligned the project team with scope.

- Utilized Microsoft Office Suites 365, Egnyte, SharePoint, MS Project, Firefox FTP, Skype.

Operations & Community Manager

January 2016 – June 2017

Launch SA, powered by LiftFund, San Antonio, TX

Managed day to day startup operations including: tracking and reporting entrepreneurial data for quarterly reports, supervising 2 of 7 Launch SA programs, presiding over community of entrepreneurs, and managing *launchsa.org* website.

- Responsible for multi-face event schedule, invoicing and collections, and preserving MOUs and Lease Agreements with 4 Resident and 88 Community Resource Partners.
- Managed planning, execution, and secured some funding of activities for Venture Challenge Awards Ceremony, 2016 and 2017.
- Led implementation of customized CRM system, Zoho, to stage track entrepreneurs to route them to Launch SA programs and local resources.
- Created and implemented standard operating procedures for Launch SA.
- Utilized Microsoft Office Suites, Google G Suites, Microsoft Dynamics, Zoho CRM, Wordpress, Ringcentral.

Staffing Manager

May 2015 – January 2016

OfficeTeam a division of Robert Half, Inc., San Antonio, TX

Joined as Sourcing Specialist, and promoted quickly by maintaining top 25% sales record of company.

- Marketed to businesses by cold calling, marketing newsletters, client meetings, and attending local events.
- Consulted with 15 candidate interviewees, formatted resumes, created job postings each week.
- Exceeded target sales goals of \$1,750 sales commission per week.
- Utilized Microsoft Office Suites, MicroJ Plus, Shortel, Skype.

Student Manager

September 2011 – May 2015

Business Office, in the University Center at The University of Texas at San Antonio

Began as Student Assistant, becoming the first Business Office Student Manager, and implemented office procedures.

- Assisted in creation of department training curriculum and conducted training presentations to 100 student-staff.
- Selected to attend a 3 day ACUI student leadership conference in November 2012.
- Assisted in AP/AR bill invoicing, bookkeeping, event entertainment and service contracts, account reconciliations, human resources, and daily retail store deposits.
- Conducted all interviews for Business Office student staff and evaluations of student employee performance.
- Utilized Microsoft Office Suites, QuickBooks, Retail Management System (RMS), and basic PeopleSoft navigation.

Education

PMP Certification Exam Preparation, Project Management Institute

August 2018

Bachelor of Business Administration in Entrepreneurship, The University of Texas at San Antonio

May 2015

Leadership

Business Careers High School Mentor, 2017 - Present

Lead Event Manager of Launch SA Venture Challenge Awards Ceremony, 2016 - 2017

LiftFund's Organizational Advancement at Launch SA Recognition, 2016

3rd place winner of UTSA's The Center for Innovation Technology Entrepreneurship Spring 2015 Competition, 2015

Vice President of the Collegiate Entrepreneurship Organization (CEO), 2014 – 2015

Co-founder of the CEO at UTSA's Elevator Pitch Competition, 2014