

Airport Advisory Commission At Large Travel	Application No: No: 20220426221418_12641
ELIGIBILITY	
PROFILE	
Prefix	Mrs
Last Name	Levy
First Name	Mayra
Middle Name	
Suffix	
Preferred Name	Mayra
Title	
Are you a City of San Antonio resident?	Yes
San Antonio Resident Length - Years	14
In which City Council District do you reside?	08
How many years have you lived in the City Council District where you reside?	03
Address Type?	Residence
Address	
City	San Antonio
State	TX
Zip	78255
Phone Type?	Cell
Phone number	
Phone 2 Type?	Business
Phone 2 number	2102836423
Address 2 Type?	Business
Address 2	
City 2	San Antonio
State 2	TX
Zip 2	
eMail	
Employer	University of the Incarnate Word
Job Title	Program Specialist for Global Services
Occupation	Higher Education Administrative
Board/Commission/Committee	Airport Advisory Commission~At Large~Travel & Tourism~01

Name	
DEMOGRAPHIC INFORMATION	
The City of San Antonio strives for boards and commissions to be representative of our diverse community Providing the following demographic information is voluntary, and will only be used for statistical and reporting purposes	
Race/Ethnicity (Please select all that apply):	Hispanic/Latino/a
Gender	Female
Age:	35 to 44
Do you identify as a sexual minority (such as lesbian, gay, bisexual, queer, etc.)?	No
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
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?	No
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?	No

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 entities, agencies, or other entities?	No
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
Describe your Educational history	Graduate degree in progress in Organizational Leadership University of the Incarnate Word Bachelor of Arts in Psychology, Minor in Sociology University of the Incarnate Word
Describe your Professional History & Certification designations (Current and historical)	<p>Global Services Program Specialist/ Education and Outreach Specialist University of the Incarnate Word, Ettlting Center for Civic Leadership and Sustainability March 2020- Current Responsible for global service mission trips to Oaxaca, Peru, Puerto Rico, and Guanajuato, Mexico Service mission trip consists of working collaboratively with our health professional schools to provide medical services to under served populations in respective cities and/or countries Liaison between UIW and Centro Fox, the first Presidential Library outside of the US established by Former Mexican President Vicente Fox Quesada Oversee the logistics and operations of our community Food Pantry- Cardinals" Cupboard Food Pantry, in which we established a partnership with the San Antonio Food Bank Cultivate excellent relationships with partners and community stakeholders Assisted with COVID contact tracing and establishing university wide protocols Title IX advisor Career Services Advisor University of the Incarnate Word April 2019- March 2020 Maximized student employment outcomes through development of college resources, including but not limited to webinars, social media, professional development workshops, newsletters and presentations Coordinated subject matter expert groups to ensure the forward progression of college resources specifically targeted at career development services for students and alumni Strategically constructed and managed year-round recruiting activities. Activities included promotion of the university internal job board, employer opportunities, webinars and career fairs Provided advising services to students and alumni, including career advising, resume and cover letter development, interviewing techniques and strategies, job search techniques, assessments, and overall career exploration Assisted in the collection of final destination student surveys analyzing information for assessment purposes Collaborated with campus wide offices to identify strategic career services messaging provided throughout student programming Supported and contributed to UIW's commitment to service, faith, truth, innovation and education Student Success Advisor, Extended Academics Program University of the Incarnate Word January 2018- April 2019 Assisted students with professional development, resume building, mock interviewing, and positioning themselves</p>

	<p>within current employers Guided current and potential students with major exploration Linked students and alum to internship and externship opportunities Built partnerships for School of Professional Studies with local corporations and organizations Represented the university with various community stakeholders Assisted students who are experiencing academic challenges Referred students to and/or off campus resources Collaborated with various university departments to ensure student involvement and success Communicated with faculty in order to better serve our students Responsible for coordinating student engagement events Created a monthly newsletter specific to our student population Assisted admissions office with potential student recruitment efforts Ensured compliance and completion of New Student Orientation and Title IX Created reports to assist Assistant Director with tracking efforts Represented UIW with honor and integrity at all times within our organization and community Permanent Managing Conservatorship/Crossover Court Lead Supervisor Child Advocates San Antonio, CASA September 2013-January 2018 Effectively managed over 20 volunteers Created Cultural Diversity and Long-term foster care Pre-Service Training module Trained more than 30 volunteers monthly during Pre-Service Training Implemented staff training and awareness for court referral process Served as project manager for the PMC (Permanent Managing Conservatorship Foster Care Program) Created and established process to obtain court referrals for Crossover court and PMC cases Responsible for managing Crossover Youth Practice Model</p>
<p>Describe your Volunteer Experience & Community Service</p>	<p>I'm a former Junior League Member, where I served as chair for the LeaderBoard Certificate program, a leadership program empowering women/men to pursue board service. I have served as an advocate for victims of sexual assault and currently work closely with the DIF- Desarrollo Integral Familiar in Ciudad Acuna, Mexico in securing donations and funding. I believe in serving not only my local community but also across the border, in which my hopes are to form a bridge between both countries. Served as a member of our local USO Serve on the board and founding member of the Israeli Chabad Center of San Antonio</p>
<p>Please provide a brief narrative outlining your reasons for seeking appointment to this board or commission:</p>	<p>I have a passion to serve my community and I'm very proud to be a citizen of San Antonio. My vision is to serve so I can promote and bring more awareness to the hidden gem our city is. We have so much to offer from amazing higher education institutions, to leading hospitals, and research centers. The City of San Antonio is thriving with opportunities for our young generation to our retiree population. I have worked closely with our Veteran population through my career at UIW, and know the needs of that population as well, and how much they love our city, and the eagerness they have to return here after they retire. I hope I can be a servant leader for the betterment of my community, and look forward to bring insight from my travels and partnerships from our global campuses and how they view San Antonio. If selected I will serve with honor, integrity and good ethic.</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</p>	

Report within the time required by the City's Ethics Code will be considered an automatic removal.

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.

Acknowledged

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 for appointment.

Acknowledged

Enter Your Name

Mayra Levy

Date of submission.

4/26/2022

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.

MAYRA CARBAJAL- LEVY

EDUCATION

Bachelor of Arts in General Psychology, Minor in Sociology

University of the Incarnate Word – May 2006

SKILLS

Knowledgeable in all database required for submitting court reports and volunteer service hours
Proficient with Blackboard, Banner web, DASH, Recruit, UIW Engage, GivePulse, Handshake,
Optimal Resume, Microsoft Excel/ Power Point
Bilingual English/Spanish

PROFESSIONAL EXPERIENCE

Global Services Program Specialist/ Education and Outreach Specialist

University of the Incarnate Word, Ettling Center for Civic Leadership & Sustainability
March 2020- Current

- Responsible for coordinating service learning opportunities globally within our sister schools abroad
- Manage student, faculty and staff immigration documentation for travel
- Coordinate student groups and activities to promote social justice, leadership and sustainability
- Established partnership with the San Antonio Food Bank, to address food insecurity on campus
- Manage Cardinals Cupboard staff, volunteers, and donations
- Adhere to all compliances as required by San Antonio Food Bank and US Department of Agriculture
- Create webinars to educate underrepresented communities in the Rio Grande Valley area
- Maintain travel expenses and budgets for student travel
- Responsible for crisis management of students dealing with mental health concerns
- Coordinated contact tracing for all COVID cases for five campuses
- Developed a mental health resource guide for future reference
- Establish great relationship with community stakeholders and The Sisters of Charity of the Incarnate Word

Career Services Advisor

University of the Incarnate Word
April 2019- March 2020

- Maximized student employment outcomes through development of college resources, including but not limited to webinars, social media, professional development workshops, newsletters and presentations
- Coordinated subject matter expert groups to ensure the forward progression of college resources specifically targeted at career development services for students and alumni

- Strategically constructed and managed year-round recruiting activities. Activities included promotion of the university internal job board, employer opportunities, webinar's and career fairs
- Provided advising services to students and alumni, including career advising, resume and cover letter development, interviewing techniques and strategies, job search techniques, assessments, and overall career exploration
- Assisted in the collection of final destination student surveys analyzing information for assessment purposes
- Collaborated with campus wide offices to identify strategic career services messaging provided throughout student programming
- Supported and contributed to UIW's commitment to service, faith, truth, innovation and education.

Student Success Advisor, Extended Academics Program

University of the Incarnate Word

January 2018- April 2019

- Assisted students with professional development, resume building, mock interviewing, and positioning themselves within current employers
- Guided current and potential students with major exploration
- Linked students and alum to internship and externship opportunities
- Built partnerships for School of Professional Studies with local corporations and organizations
- Represented the university with various community stakeholders
- Assisted students who are experiencing academic challenges
- Referred students to and/or off campus resources
- Collaborated with various university departments to ensure student involvement and success
- Communicated with faculty in order to better serve our students
- Responsible for coordinating student engagement events
- Created a monthly newsletter specific to our student population
- Assisted admissions office with potential student recruitment efforts
- Ensured compliance and completion of New Student Orientation and Title IX
- Created reports to assist Assistant Director with tracking efforts
- Represented UIW with honor and integrity at all times within our organization and community

Permanent Managing Conservatorship/Crossover Court Lead Supervisor

Child Advocates San Antonio, CASA

September 2013-January 2018

- Effectively managed over 20 volunteers
- Created Cultural Diversity and Long-term foster care Pre-Service Training module
- Trained more than 30 volunteers monthly during Pre-Service Training
- Implemented staff training and awareness for court referral process
- Served as project manager for the PMC (Permanent Managing Conservatorship Foster Care Program)
- Created and established process to obtain court referrals for Crossover court and PMC cases
- Responsible for managing Crossover Youth Practice Model

- Responsible for overseeing multiple grants
- Surpassed annual goals for children being served for three consecutive years
- Planned, coordinated and obtained donations for youth focused events
- Attended meetings at various school districts along with probation officers and educational team
- Exceptional communication with key stakeholders, law enforcement, and county courts
- Responsible for assisting at risk youth with securing educational and independent living services
- Coordinated community meetings and trainings to address human trafficking
- Attended court hearings, court staffing's, mediation, and permanency staffing's
- Delegated responsibilities between volunteers, foster agencies, and Child Protective Services
- Maintained optimal confidentiality of all legal and medical records
- Acted as a liaison between various community entities
- Advocated for a safe and permanent home for the children we serve

Foster Family Specialist/ Home Developer

Pathways Youth & Family Services

January 2012-May 2013

- Verified and license potential foster/adoptive families
- Conducted reviews of facilities and persons to ensure adherence of Texas family law
- Performed interviews and document information accurately to create Home Studies
- Responsible for assessment of quality caregivers
- Provided specialized training to foster care families
- Monitored strengths and needs of family homes
- Fulfilled ongoing assessments of child's progress, status, and needs
- Served as liaison between child, family, school, legal system and community
- Advocated for the best interests of the children