

CITY OF TEXARKANA, ARKANSAS

Application for Appointment to Citizen Advisory Board or Commission

BOARD OR COMMISSION DESIRED (Please apply for one (1) board or commission per application.)

<input type="checkbox"/> Advertising & Promotion Commission	<input type="checkbox"/> Heating & Air Conditioning Board of Review
<input type="checkbox"/> Airport Authority	<input type="checkbox"/> Historic District Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Library Board
<input type="checkbox"/> City Beautiful Commission	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Plumbing Board of Review
<input type="checkbox"/> Electrical Review Board	<input type="checkbox"/> Public Facilities Board
<input type="checkbox"/> Equalization Board	<input type="checkbox"/> Other: _____

Name: Rosland Blair-Lewis Home Phone: 903-276-9681

Address: 1409 Ray St Texarkana Resident Yes No 20 Years

E-Mail Address: roslewis3@gmail.com Miller Co. Voter Registration No. 1812750

Employer: 85th SPT CMD USAR Work Phone: 903-334-1066

Position: Army Reserve Administrator Cell Phone: 903-276-9681

Education:
College: Some college High School: Arkansas Senior High School

Special knowledge or past experience qualifying you for this appointment: (Please feel free to attach resume):
I am reliable and have a love for our city. Greenbelt certification

Other relevant information (civic activities, memberships, etc.):

References: List the name and phone number of at least one Texarkana resident as a reference, especially any City staff, member of the Board of Directors, or current Committee members who may be contacted on your behalf.

Name: Ulysses Brewer Phone Number: 870-571-6125

Interest: Explain why you are interested in being appointed to this board or commission.

I want to see and be apart of the changes/impovements for the community in which i live.

Experience: Indicate what meeting(s) you have attended of the committee for which you wish to be considered.

I have attended one meeting in 2023

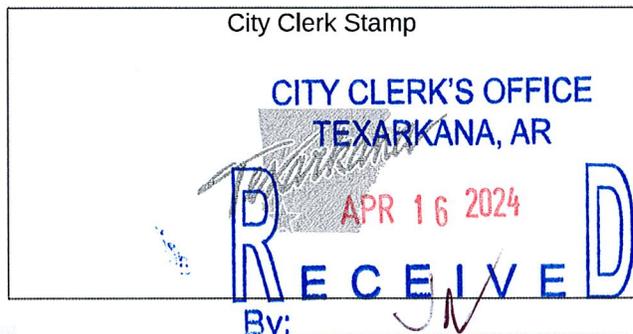
Number of Texarkana, Arkansas Board of Directors Meetings you have attended in the past 12 months: 10

Please read the statement below and sign your name to indicate your understanding.

I UNDERSTAND MY ATTENDANCE WILL BE REQUIRED AT ALL COMMITTEE MEETINGS AND THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Signature of Applicant: LEWIS.ROSLAND.EVETTE.1251 Digitally signed by LEWIS.ROSLAND.EVETTE.1251033923 Date: 2024.04.16 11:07:51 -05'00' Date Submitted: 20240416

Return completed application to:
Heather Soyars, City Clerk
216 Walnut Street (or)
P O Box 2711
Texarkana TX 75504-2711
Phone 870-779-4995
heather.soyars@txkusa.org



Please Note: This application will be on file for one (1) year.

Rosland E Lewis
1409 Ray St.
Texarkana, AR 71854
Email: rosland.e.lewis.civ@army.mil
Cell: (903)276-9681

Work Experience:

85th USAR Support Command(WEST)
Army Reserve Administrator (09/22/2013-Present)
Hours Per Week: 40(Full-time)
Roxanna Zadlo-Supervisor, Pay Grade: GS-301-09

Currently I assist the G1/S1 section for the 85th Support Command remotely. I manage the 85th SPT CMD CDR/CSM/BSE Alert Roster and the BDE/BN S1 Contact Rosters. Monthly rosters are sent to the Command Group from multiple rosters and email updates that are sent from the units. With my HIPPA certification I am able to review and action LODs as an MSC. I am trained to assist with the division DTS authorization approval process. Making on the spot corrections and additions as necessary. Previous to the Army wide reductions, I served as the principal administrator for 56 individuals that were assigned to three Mobilization Support Battalions, I strategically managed a variety of technical issues to ensure the overall functions of the units. Monthly, I would create and submit various reports to my higher Command. I ensure that grammar, punctuation, and spelling are correct prior to submission. Using the skills that I've received from taking Microsoft Excel Advanced, Microsoft Access, and Microsoft Word played a great role in meeting all suspense on required documents in a timely manner. I advise the Commander of current EO and SHARP regulations. I had the privilege of playing a major role in the planning and preparation phase of a Mobilizing unit by being directly involved with creating and submitting Memorandums, maintaining and creating mobilization records, scheduling In-Process-Reviews for the Commander, and closing out inventory. Worked directly with Soldiers to find placements with units during an Army downsizing. Coordinated with retention to match up skill levels of soldiers to fill unit vacancies. My advanced skills of prioritizing and time management guide the Commanders in reaching their training goals and responsibilities. I process pay, monitor monthly battle assembly attendance, and assist with recruiting needs of the unit. I have signing authority to act in the absence for one of my Commanders. With that authority I act as liaison between organizations, manage unit strength levels, conduct inventory, and all other duties needed. I assist and prepare DTS vouchers for the soldiers, process special pay for appointments and drill, and coordinate make-up time for soldiers to fulfill their yearly obligations. I coordinate lodging for soldiers that travel in for training. I keep up with recent Army Regulations and publications to ensure the proper actions of the Commanders in charge. During mobilization I helped with the mobilization/demobilization planning of all USAR and ARNG units assigned to Post Mobilization and Redeployment at Ft Hood in support of Overseas Contingency Operations. These activities include coordination among United States Army Garrison Ft Hood Directorates/Agencies, the Training Support Brigades, and HMB internal staff sections for all aspects of mobilization and demobilization. Responsibilities include In-Progress Reviews (IPR's); Site visits; coordination teleconferences, and load planning. I manage a calendar through Microsoft Outlook for all IPR's and Site visits for the Mobilizing/Demobilizing units and agencies. Responsible for meeting training requirements set by the US Army. Understanding the importance of the governments' structure and the future draw down that is being implemented, pushed me to attain Green Belt certification and actively work as part of several different teams to address various issues at Ft. Hood to improve processes and reduce time; while also serving as my units Contracting Officers Representative, I worked closely with contractors observing their quality of work and offer suggestions for improvements to the Command team. I prepare memorandums for record, and maintain environmental policies. I am an expert at compiling and analyzing data that support reports. Monthly, I assist the Commander in updating and submitting our Unit Status Report for validation.

Red River Army Depot
Material Expediter (04/07/2007- 09/21/2013)

Lois Sparks- Supervisor
Salary: WG-07

Highly efficient with understanding and navigating throughout the LMP (SAP) System. Compiles and maintains material and parts inventory and status information to expedite movement of material and parts between production areas, according to predetermined production schedules and order priorities: Reads production schedules, inventory reports, and work orders to determine type and quantity of materials required, availability of stock, and order priority. I coordinated with department supervisors to determine overdue material and parts, and to inform supervisors of material status. Locates and distributes materials to specified production areas, manually or using handcart, or forklift. Records and maintains perpetual inventory of quantity and type of materials and parts received, stocked, and distributed, manually or using computer. Use technical manuals to reference material and parts. Compile and maintain records, such as material inventory records, production records, and timecards, manually and/or using computer. I was the direct OPERATOR / MATERIAL HANDLER to expedite transfer of materials from stock areas to production areas. Examined materials received, verified part numbers, and checked discrepancies; such as damaged or unmarked parts. Compared work ticket specifications to material used at work stations to verify appropriate assignment. Drive trucks/government vehicles to outlying work areas to check status of orders or to deliver materials. Some quality responsibilities are performed for turn in and deficiencies. Experience with providing weekly material for Safety meetings for over 20 personnel to reduce accidents in the workplace and enforce a more safety first conscience staff. In the absence of supervisor is left responsible for 20 personnel with no direct supervision. Keep record of attendance and reports all daily employee activity to Supervisor upon return. Over one year experience of time keeping. Request, schedule, and coordinate overtime for Secondary Parts section. I had an active voice in Tier meetings to account for part shortages and schedules to keep secondary program running smoothly. Help to solve problems or answer questions that subordinates have concerning fulfilling the requirements of their job. Responsible for purchasing and managing an active purchase account for supplies needed in over 10 different departments. Responsible for effective communication throughout the work center through phone calls, emails, and any needed coordination. I was considered an expert with training sites and with giving directions for access for proper credit.

*******Additional Skills*******

Unit Prevention Leader Course (December 2023)

Unit Administration Basic Course (June 2016)

USAR Pay Course (December 2015)

Digital Training Management System Course (March 2015)

Green Belt Certification (November 2014)

Contracting Officers Representative (March 2014)

Contracting Officers Representative RRAD (Jun 2012)

The Benefits & Challenges of Engaging Employees (APR 2012)

Maintaining an Engaging Organization (APR 2012)

Intro to Defense Distribution CRS (APR 2012)

SHARP REPRESENTATIVE (Sexual Harassment/Assault Response & Prevention)

(08/19/2011)(2014) Santa Ana, California

Contracting Officers Representative (04/10/2010) Ft. Devens

Trained and Certified on all legal, ethical, and authorized responsibilities.

Certification - Real Estate Rep. (05/11/2006)

Completed required courses according to the Texas Real Estate Commission. T.I. Principles I & II, Agency Law, Home Inspections, and Contracts.