

5507 CARTAGENA
HOUSTON, TEX: 77035

January 28, 1990

Dr. Hector P. Garcia
1315 Bright street
Corpus Christi, Texas 78413

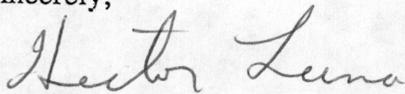
Dear Dr. Hector,

Hope you and your family are doing well. Debbie and Patricia are both doing well. Enclosed are two articles that may interest you.

Also enclosed is part of my application to University of Houston Law School and South Texas College of Law. This listing of all my extra curricular and civic activities will weigh heavily with the admissions review board. Doctor Garcia would you please write a letter addressed to each schools office of admission, recommending my acceptance into their law school program so that someday I will be able to aid the American G.I. Forum in legal matters. I would also appreciate it if you would mention some of the work I have done for you and of my sincerity to better the humanities in our world.

Doctor, would you please send these two letters to me so that I receive them before January 31, the application deadline is February 2, 1990. I will be calling you soon after you receive this letter, thank you for your help.

Sincerely,



Hector G. Luna

Please address the letters to the following

University of Houston Law Center
Office of Admissions
Houston, Texas 77204-6391

South Texas College of Law
1303 San Jacinto
Houston, Texas 77702-9840

and mail both letters to my home at the following address

Mr. Hector G. Luna
5507 Cartagena
Houston, Texas 77035

Hector G. Luna

5507 Cartagena ♦ Houston, Texas 77035 ♦ (713) 728-2465

CIVIC AND EXTRACURRICULAR ACTIVITIES

- 1/89-Present **Corpus Christi Independent School District**
- Contributed to a strategic planning project for the school district to address dropout/failure issues. Produced action plans to minimize dropouts and enhance teaching effectiveness. Analyzed performance reports from prior years. Reviewed Texas House Bill 1010 and legal publications and statutes pertaining to education. Worked as a part of a team with local business and civic leaders and various national figures.
- 1/89-Present **Corpus Christi Chamber of Commerce**
- Participated in sessions to increase small business and entrepreneur participation within the area.
- 1984-Present **Staff Director, National Archives and Historical Foundation of the American G.I. Forum, Corpus Christi, Texas**
The nation's largest veterans organization for Hispanic families.
- **Assistant to Founder Dr. Hector P. Garcia.** Performed fund-raising and public relations. Researched historical documents and scheduled appointments.
 - **Legal Researcher** for the Felix P. Longoria Case for Corpus Christi State University Archives.
 - **Assistant Director of Humanitarian Operation Las Colonias.** Videotaped a one-day tour of the poverty stricken colonies in South Texas. The videotape was presented to all top state officials including Governor Bill Clements and State Attorney General Jim Mattox.
 - **Red Cross Coordinator** for the Mexican Earthquake Relief Fund. Raised over \$10,000. Arranged the transportation of a physician and medical supplies to victims.
 - **Coordinator** for Dr. Hector P. Garcia. Arranged a trip and reception at the Colorado A.G.I.F. State Committee.
 - Organized numerous scholarship fund-raisers. Attended many Board of Directors meetings and wreath laying ceremonies.
 - **Treasurer for A.G.I.F., Corpus Christi Chapter.** Organized bingo in compliance with State of Texas Bingo Regulations.
- 1986-87 **Toast Masters International, Corpus Christi Chapter**
- Active member of the Speech and Debate Club.
- 1983-84 **Marketing Director, Video Workshop**
Programming Board of the Associated Students of MSU (ASMSU)
- Directed a marketing staff involved in video production. Achievements include enhancing existing sales tools, creating a brochure, and coordinating the group efforts of the Creative and Production Directors and Account Executives. Conducted meetings and performed problem-solving regarding personnel and production.
- 1983-84 **Account Executive, Marketline Magazine**
A production of the MSU Marketing Association
- Sold advertising to local merchants and national employment recruiters for a local magazine with a circulation of 10,000.

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Civic and Extracurricular Activities Continued

- 8/83 **Legislative Internship, Congressman Bob Taxler, Washington D.C.**
- Developed legislative strategies through research and communication with constituents. Researched specific issues and gained working knowledge on the then ailing domestic automobile industry, learned about tax credits to companies which produced better fuel efficient automobiles.
- Summer 1982 **Campaign Coordinator, State Senator Jerome Hart and Saginaw County Commissioners Office, Saginaw, Michigan**
- Organized campaign activities for incumbent officials. Performed fund-raising, promotions, and arranged transportation.
- **Campaign Manager for Terry Clayton, Saginaw County Commissioner.**
- 1969-81 **Campaign Coordinator, Mr. Salvador Luna, (Father)**
A paid staff member of CAP (Community Action Program), a political arm of the UAW.
- Assisted in political pursuits at the state and national level. Coordinated rallies, door-to-door campaigns, and attended city council meetings and political conventions.

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WORK EXPERIENCE

- 8/89-Present **ACCOUNT EXECUTIVE**
THE HOUSTON POST NEWSPAPER, Houston, Texas
- Generate sales of advertising contracts through prospecting, delivery of presentations and closing of the sale. Maintain all established and new accounts and provide customer service. Advise on advertising design and layout.
 - **Quality Project.** Self endeavor to liase between management and the union to improve quality and communication standards between departments.
 - **Task Force Retail Department Rep.** Represent the interest of the Retail Department concerning internal work environment. Develop viable solutions to problems through careful analysis of departmental and personnel needs.
 - Attained 100% of quota in the first six months.
- 6/87-8/89 **ACCOUNT EXECUTIVE**
THE CALLER TIMES NEWSPAPER, Corpus Christi, Texas
- Managed existing advertising accounts and developed new accounts through aggressive cold-calling and prospect development.
 - **Co-Team Leader - Quality Action Team.** Met weekly to research problems relating to production and internal communication. Implemented solutions to facilitate a smooth operating system.
 - **1989 Campaign Coordinator.** Sold all advertising for Election Section Tabloid. Advised candidates on design and placement of newspaper advertisements and inserts.
 - **Addy Citation of Excellence** for half-page newspaper advertisement in black and white.
 - **Quality Project.** Designed and implemented a common format enabling several departments to effectively communicate.
- 12/86-3/87 **SALES ASSOCIATE - Subdivision Manager**
NASH PHILLIPS/COPUS, Austin, Texas
- Sold new and resale residential properties for single and multi-family housing valued from \$60,000 to \$130,000. Obtained an active Real Estate License with the state of Texas.
- 10/84-10/86 **ACCOUNT MANAGER**
NCR BUSINESS FORMS AND SUPPLIES, Corpus Christi, Texas
- Generated sales of business forms and computer supplies through aggressive marketing activities across the South Texas region. Advised customers on design and layout of business forms to best suit their needs. Attained 97% of quota in the first year of employment.
- 1980-82 **SELF-EMPLOYED PAINTER/LANDSCAPER**
Saginaw, Michigan
- 1980-82 **STUDENT SUPERVISOR**
MSU CAFETERIAS FOOD SERVICES, East Lansing, Michigan
- Summer 1981 **QUALITY CONTROL/INVENTORY MANAGER**
FENTON PRODUCTIONS, Fenton, Michigan
- 1978-80 **SALESMAN/ASSISTANT MANAGER**
THE BOTTOM HALF, (Jeans Store), Saginaw, Michigan

Utilized bilingual ability, Spanish, in all positions.