

Name: Gandara, Carla	Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Disqualification: June 23, 2014	Date Appeal Filed: June 25, 2014												
Position Applying for: Senior Accountant	Position/Grade: Associate Accountant - PM 122 Original Hire Date: 4/22/2013	Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No												
Reason for Disqualification: Lacks Minimum Requirements	Date of Examination: July 14, 2014 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A														
Rule or Ordinance Under Which Disqualified: Rule 5, Section 1.(a): The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies. Application Policy: The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented: (a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position; 1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.															
Minimum Qualifications		Applicant Qualifications													
Education A Bachelor's degree in accounting, finance, business or public administration or a related field including a concentration of 18 upper division semester credit hours in accounting		-Bachelor of Business Administration -21 upper division semester credit hours in accounting													
Experience Four (4) years professional accounting or financial management experience		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Position</td> <td style="text-align: center;">Years</td> <td style="text-align: center;">Months</td> </tr> <tr> <td>Associate Accountant</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Administrative Business Assistant</td> <td style="text-align: center;">2</td> <td style="text-align: center;">9</td> </tr> </table>		Position	Years	Months	Associate Accountant	2	2	Administrative Business Assistant	2	9			
Position	Years	Months													
Associate Accountant	2	2													
Administrative Business Assistant	2	9													
Comments Ms. Gandara does not meet the minimum experience qualifications for the position. Ms. Gandara lacks two (2) years and one (1) month of professional accounting or financial management experience. She was credited fourteen (14) months of professional experience for performing as an Associate Accountant from April 2013 to June 2014. She was also credited with nine (9) months of professional experience for performing as an Administrative Business Assistant from July 2012 to April 2013. Ms. Gandara states on her appeal that her job duties as a Property Manager with Saunders Apartment Company were expanded to include financial duties. It is the City's practice to apply professional experience for all positions gained after graduation. The application submitted reflects employment as a Property Manager starting in June 2006. Ms. Gandara graduated from the University of Texas at El Paso in December 2008. Upon review of her application, the financial duties listed for the position of Property Manager were at a paraprofessional level even after graduation. As a result, she was not credited with any professional experience for the position of Property Manager. Ms. Gandara lacks the required four (4) years professional accounting or financial management experience.		Non-Qualifying Education/Experience: Experience: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Position</td> <td style="text-align: center;">Years</td> <td style="text-align: center;">Months</td> </tr> <tr> <td>Accounting Clerk</td> <td style="text-align: center;">5</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Property Manager</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Assistant Manager</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>		Position	Years	Months	Accounting Clerk	5	11	Property Manager	1	1	Assistant Manager	1	1
Position	Years	Months													
Accounting Clerk	5	11													
Property Manager	1	1													
Assistant Manager	1	1													
Prepared by: Valerie R. Rodriguez		Reviewed by: 													



CITY OF EL PASO
Established Date: Apr 24, 2006
Revision Date: Jul 29, 2012

Senior Accountant

Class Code:
12220 PM 128

SALARY RANGE

\$22.45 - \$33.21 Hourly
\$1,796.31 - \$2,656.74 Biweekly
\$3,892.00 - \$5,756.27 Monthly
\$46,704.00 - \$69,075.23 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in accounting, finance, business or public administration or a related field including a concentration of 18 upper division semester credit hours in accounting, and four (4) years professional accounting or financial management experience.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under direction, supervise professional accounting services, or provide highly specialized and technically intricate professional level accounting functions, for an assigned program.

TYPICAL DUTIES:

Plan, organize, implement, direct and review delegated financial services functions including recording, updating and reporting transactions, and perform administrative and advisory duties including complex accounting and financial analyses. Involves: Participate in preparation of the Comprehensive Annual Financial Report (CAFR). Oversee, balance and reconcile general ledger statements. Prepare general journal entries (such as revenues, expenditures, and depreciation) to generate fiscal month and year-to-date balance sheets, and monitor changes in fund balance and cash flow financial statements. Analyze and prepare financial statements related to debt service, property tax distributions and other transactions such as payroll, disbursements, revenues or accounts payable. Oversee payroll and benefits operations, prepare year-end accruals and schedules, calculate and wire transfer funds for payroll taxes or pension contributions, and research employee concerns. Research and generate reports to assist external auditors. Perform accounting to track bond issues and other debt instruments relating to capital projects fund or construction projects, verify fund availability for change orders to constructions contracts and prepare budget transfers. Account for fixed assets and warehouse operations including acquisitions, disposals and transfers, depreciation and updates of the assets schedules. Prepare, enter and post journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments. Track and report expenditure of federal grant funds and monitor sub-recipient agencies to ensure expenditure of allocated funds meet grant requirements.

Maintain and analyze assigned financial and accounting database and allied information management systems. Involves: Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices, collection details or budget transfers to generate financial reports. Generate periodic accounting or statistical reports to management or regulatory agencies. Analyze expenditure trends and assist in preparation of the annual operating or capital improvement budget. Maintain network security of finance and accounting or other automated record keeping system, update system tables, open and close posting periods, review system output to ensure system integrity, discuss and identify solutions with programmers, correct batch errors, train and assist system users. Project airline rates and fees, passenger facility charges, generate reports and schedules, meet with airline representatives, and review and re-calculate actual airline rates and fees upon conclusion of fiscal year and adjust billing accordingly.

Supervise designated employees, if assigned. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform related duties as required. Involves: Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal accounting, finance, fiscal controls, financial reporting including Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements and publications.
- Application of considerable knowledge of modern municipal accounting and management practices, generally accepted accounting, auditing and investment practices, methods, policies, practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized budgetary, financial and spreadsheet applications.
- Application of good knowledge of supervisory techniques and customer service/public relations methods, policies and practices.
- Analyze financial data and additional information having numerous variables and outcomes within the framework of some precedents or general guidelines to assess and detect discrepancies in accounting, financial or statistical records, applying some originality or innovation in utilizing accepted theories and principles.
- Clear, concise oral and written communication to develop, prepare and present complex accounting or statistical reports and financial schedules to management or regulatory agencies, and maintain detailed fiscal records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.

- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to regularly resolve ordinary issues or occasionally those of a sensitive or controversial nature.

OTHER JOB CHARACTERISTICS:

- None.

CLASSIFICATION STATUS:

(Ord.016352 04/25/06), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

Appeal Form

To Whom It May Concern:

I Carla Gandara hereby appeal my Disqualified to take the examination, for: **Examination Title:** Senior Accountant

Date notified of disqualification: June 23, 2014

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY:

Check all boxes that are applicable.

Lacks Minimum Qualification – Rule 5.1.(a) <input checked="" type="checkbox"/>	Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input type="checkbox"/>
Human Resources Policy: Dismissed from Public Service <input type="checkbox"/>	Dismissed from City Employment <input type="checkbox"/>
OTHER <input type="checkbox"/> _____ (write specific C.S.C. Rule or HR Policy you are appealing)	

C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification	YES	NO	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

Throughout my last years in college, I was employed with Saunders Apartment Company, which gave me the experience and understanding of the different aspects of a business. One very important aspect being the financial goals of the company. I gained experience analyzing financial statements and learning how to interpret the data in such statements to help make educated decisions. After graduating from college in 2008, I was entrusted with financial responsibilities as a Property Manager. Besides analyzing and interpreting financials statements, I was responsible for preparing income projections and assisting in the preparation of annual budgets. As the manager, my goal was to manage the budget in such a way that would maintain the property not just barely functioning, but rather working to the satisfaction of the residents while maintaining a low-cost. I had to closely monitor staff overtime to assure we did not exceed the budget. I managed a small staff which sometimes made it challenging to accomplish the work load. At times the actual expenses were more than what was projected due to unforeseen circumstances, which resulted in using my analytical thinking and researching ways to stretch available resources. As a manager, I was required to fill in vacant units quickly in an effort to decrease loss of income due to vacancies.

In addition to my experience as a Property Manager, I have worked over a year for the city as an Associate Accountant. In November 2013, the Senior Accountant for payroll division in the Office of the Comptroller resigned. I have since then overtaken many of the duties for that position. Many of which have been posting payroll journals, reconciling payroll accounts, and analyzing changes in different funds. I have also been responsible for supporting other payroll operations.

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO	N/A
Is your conviction job related to the position sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.			

HR Policy: Dismissed from Public Service
HR Policy: Dismissed from City Employment

Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.			

Other _____ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

I am appealing I lack the minimum qualifications to take the Senior Accountant examination. Since I have the financial management experience and have successfully overtaken the duties of a Senior Accountant, I meet the minimum qualifications to be given the opportunity to test for the Senior Accountant position.

Name: Carla Gandara	Address:	City/State/Zip
Telephone:	Person ID #:	(Neogov)
Applicant Signature: <u>Carla Gandara</u>	Date: <u>6/25/14</u>	Stamp
		Received by CSC
Please note: In accordance with the <u>Texas Public Information Act</u> , information from your application and/or résumé is subject to release to the public.		
The electronic transmission of this appeal form via e-mail will constitute a signature:		
Check signifies electronic signature <input type="checkbox"/>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED AUG 05 2014 <i>ML</i> CIVIL SERVICE COMMISSION </div>



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Application Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS

I. POLICY:

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES:

A. Acceptance of Applications:

1. The Human Resources Director or designee will establish a filing period to accept applications for a particular position.
 - a) All job seekers must complete an application for a particular position through the City's online application system.
 - b) A filing period with a specific closing date may be established for a job posting.
 - c) When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
 - d) When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications:

1. **Human Resources Director:** As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. **Hiring Official:** When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) **Lacks Minimum Qualifications:** the applicant lacks the minimum qualifications established in the classification for the position;

- (1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) **Felony Convictions:** the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job-related to the position sought; or

- c) **Dismissed from Public Service:** the applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application:

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

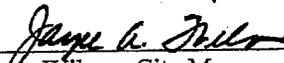
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. **Contact Information:** An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date

12220-0614 - Senior Accountant

Contact Information -- Person ID:

Name: Carla Gandara Address:
 Home Phone: _____2 Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , , Class C
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary: \$23.00 per hour;
 \$4,780.00 per year
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day , Evening

Objective

Obtain a position where I may contribute my education and work experience while given the opportunity to grow professionally.

Education

College
 The University of Texas at El Paso
 www.utep.edu
 8/2001 - 12/2010
 El Paso, Texas
 Did you graduate: Yes
 College Major/Minor: Accounting
 Units Completed: 20 Semester
 Degree Received: Bachelor's

Work Experience

Associate Accountant
 4/2013 - Present
 Hours worked per week: 40
 Monthly Salary: \$0.00
 # of Employees Supervised: 0
 Name of Supervisor: Juanita Gardea - Fiscal
 Operations Manager
 May we contact this employer? Yes
 City of El Paso
 www.elpasotexas.gov
 300 N. Campbell Street
 El Paso, Texas 79901
 (915) 541-4753

Duties

- Balance and reconcile revenue and payroll accounts
- Prepare, enter and post journal entries
- Identify and analyze changes in funds
- Act as Procurement Card Administrator
- Maintain, understand and provide guidance on the Procurement Card Manual
- Oversee cashiers
- Assist supervisor with calculation and preparation of employer tax forms
- Support payroll operations

Reason for Leaving

Currently employed

Administrative Business Assistant
7/2012 - 4/2013

Texas Tech University Health Science Center

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Daniel Camacho - Coordinator
May we contact this employer? Yes

Duties

- Reconcile procurement card statement
- Account for inventory and fixed assets
- Track and report expenditures for grants
- Collect and enter data in program database
- Cross train with coordinators when applicable

Reason for Leaving

I was offered a career opportunity with the City of El Paso.

Accounting Clerk
6/2011 - 5/2012

Red Cliff

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Maria Macias - Comptroller
May we contact this employer? Yes

Duties

- Check, verify and process invoices
- Sort, code and enter accounts payable
- Balance and reconcile bank statements
- Verify available funds for construction change orders
- Prepare and enter journal entries for construction in progress

Reason for Leaving

I was laid off.

Property Manager
6/2006 - 6/2011

Mountindale Aparments

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 3
Name of Supervisor: Diana DeAnda - Property Supervisor
May we contact this employer? Yes

Duties

- Prepare weekly cash summary reports and daily cash receipts
- Generate and prepare accounting reports for management
- Analyze and audit account balances
- Maintain accurate records of all community transactions
- Verify A/P invoices are submitted to corporate office for payment
- Handle petty cash fund
- Ensure all rents, late fees, check charges are collected, posted and deposited in a timely manner

Reason for Leaving

I was offered an opportunity with Red Cliff.

Assistant Manager
5/2005 - 6/2006

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 1

Huntington Park Apartments

Name of Supervisor: - Property Manager

May we contact this employer? Yes

Duties

- Record monies collected and prepare bank deposit slips
- Prepare billing statements for former residents
- Accept rental payments and post rents
- Ensure all invoices are received and approved
- Debit, credit and total accounts on computer spreadsheets and database
- Understand the Apartment Association lease and contracted credit report application

Reason for Leaving

Promoted within the company

Certificates and Licenses

Skills

Office Skills

Typing: 50

Data Entry: 15000

Other Skills

Office Managing Expert - 5 years and 0 months

Computerr literate Expert - 7 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information

References

Professional

Garcia, Jesus

Senior Accountant

Professional

Saunders, Rick

Professional

Macias, Maria

Professional

Perez, Wendy

Property Manager

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
College Transcripts - Confirmed	Carla Gandara (College Transcripts)	Proof of Education	Maria Carrasco
Bachelor's Degree - Confirmed	Carla Gandara (Bachelor's Degree)	Proof of Education	Maria Carrasco
crgandara_resume12_2.docx	crgandara_resume12_2.docx	Resume	Job Seeker

Carla Gandara

Education

- University of Texas at El Paso, El Paso, TX
- Bachelor of Business Administration, 2008

Work Experience

City of El Paso - Office of the Comptroller, April 2013 - Present

Associate Accountant

- Balance and reconcile revenue and payroll accounts
- Prepare, enter and post journal entries
- Act as Procurement Card Administrator
- Maintain, understand, and provide guidance on the Procurement Card Manual
- Identify and analyze changes in funds
- Oversee cashiers
- Assist supervisor with the preparation of employer's tax forms
- Support payroll operations

Texas Tech University Health Science Center, July 2012 - April 2013

Administrative Business Assistant

- Reconcile procurement card statement
- Account for inventory and fixed assets
- Track and report expenditures for grants
- Collect and enter data in program database
- Cross train with coordinators when applicable

Red Cliff, Inc., June 2011 - May 2012

Accounting Clerk

- Check, verify and process invoices
- Sort, code and enter accounts payable
- Balance and reconcile bank statements
- Verify available funds for construction change orders
- Prepare and post journal entries for construction in progress

Mountindale Apartments, July 2006 - June 2011

Property Manager

- Prepare weekly cash summary reports and daily cash receipts
- Generate and prepare accounting reports for management
- Analyze and audit residents' account balances
- Supervise designated employees
- Maintain accurate records of all community transactions
- Verify A/P invoices are submitted to corporate office for payment
- Handle petty cash fund
- Ensure all rents, late fees, check charges are collected, posted and deposited in a timely manner

Huntington Park Apartments, May 2005 - July 2006

Assistant Manager

- Record monies collected and prepare bank deposit slips
- Prepare and post billing statements for former residents
- Ensure all invoices are received and approved
- Debit, credit and total accounts on computer spreadsheets and database
- Understand the Apartment Association lease and contracted credit report application

Date Issued: 13 FEB-2009

IWM

Page: 1

Student No: _____
 Date of Birth: _____
 Student SSN: _____

Record of: Carla Ruby Garza

Issued To: Carla Garza
 Complimentary
 Course Level: Undergraduate

Degrees Awarded Bachelor of Bus. Admin. 13-DEC-2008

Primary Degree

Major: Accounting

SUBJ. NO.	C	COURSE TITLE	CRED	GRD	PTS
BUSN 2301	M	Organizational Behavior	3.00	TC	3.00
COMM 1302	M	Bus. & Prof Comm (tc)	3.00	TC	3.00
MATH 2301	M	Math for Soc. Sciences II (tc)	3.00	TC	3.00
Ehrs:		9.00	GPA-Hrs:	10.00	Qpts: 0.00
Eligible to Re-enroll					

INSTITUTION CREDIT:

Fall 2001	College of Business Admin.	ENGL 0311	M Basic English Composition	3.00	F	3.00
Fall 2001	College of Business Admin.	HIST 1301	M History of U.S. to 1865 (C)	3.00	D	3.00
Fall 2001	College of Business Admin.	MATH 0311	M Intermediate Algebra	3.00	C*	3.00

***** CONTINUED ON NEXT COLUMN *****

SUBJ. NO.	C	COURSE TITLE	CRED	GRD	PTS
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Institution information continued:

TLC 0003	M	College Reading Skills	0.00	S	0.00
UNIV 1301	M	Seminar/Critical Inquiry (C)	3.00	C	6.00
Ehrs:		9.00	GPA-Hrs:	3.00	Qpts: 6.00
Probation-See Academic-Dean					
Spring 2002					
College of Business Admin.					
ASTR 1307	M	Elem Astronomy-Solar System (C)	3.00	A	12.00
ENGL 1311	M	Expos-English Composition (C)	3.00	B	9.00
HIST 1302	M	History of U.S. Since 1865 (C)	3.00	B	9.00
MATH 1320	M	Math for Social Sciences I (C)	3.00	C	6.00
PSYC 1301	M	Introduction to Psychology (C)	3.00	C	6.00
Ehrs:		15.00	GPA-Hrs:	15.00	Qpts: 42.00
Eligible to Re-enroll					

Fall 2002

College of Business Admin.

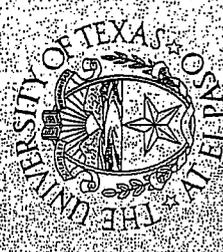
ACCT 2301	M	Principles of Accounting I	3.00	F	0.00
ECON 2303	M	Principles of Economics	3.00	C	6.00
MATH 2304	M	Math for Social Sciences II	3.00	D	3.00
POLS 2310	M	Introduction to Politics (C)	3.00	C	6.00
THEA 1390	M	Theater-Act. & Motion Pic (C)	3.00	D	0.00

***** CONTINUED ON PAGE *****

ISSUED TO STUDENT
 THIS IS A DRAIN MARK STAMP

In accordance with The Family Educational Rights and Privacy Act of 1974, this transcript is released on the condition that no other party will have access to the information contained herein without the written consent of the individual whose record it is.

This officially sealed and signed transcript is printed on secured paper; a raised seal is not required.
 An official signature is white with a blue background.
 Reflect this document if the signature below is unsigned.



REGISTRAR'S NAME

University of Texas at Dallas

Student No: _____ Date of Birth: _____
Student SSN: _____

Date Issued: 13 FEB-2009

IMM

Record of: Carla Ruby Garza
Level: Undergraduate

Page: 2

SUBJ NO.	C.	COURSE TITLE	CRD	GRD	PTS R	SUBJ NO.	C.	COURSE TITLE	CRD	GRD	PTS R
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Institution Information continued:

Ehrs: 9.00 GPA-Hrs: 12.00 QPts: 15.00 GPA: 1.25

Probation-See Academic Dean

Spring 2003

College of Business Admin.

ASTR 1107 M Astronomy Lab I (C) 1.00 C 2.00

ECON 2304 M Principles of Economics 3.00 C 6.00

ENGL 1312 M Research & Critical Writ (C) 3.00 A 12.00

POLS 2311 M American Gover & Politics (C) 3.00 C 6.00

QMB 2301 M Fundamentals of Bus Statistics 3.00 F 0.00

Ehrs: 10.00 GPA-Hrs: 13.00 QPts: 26.00 GPA: 2.00

Probation-See Academic Dean

Spring 2004

College of Business Admin.

ACCT 2301 M Principles of Accounting I 3.00 A 12.00

HIST 1301 M History of U.S. to 1865 (C) 3.00 B 9.00

QMB 2301 M Fundamentals of Bus Statistics 3.00 B 9.00

THEA 1313 M Introduction to Theatre (C) 3.00 D 3.00

Ehrs: 9.00 GPA-Hrs: 12.00 QPts: 31.00 GPA: 1.75

Probation-See Academic Dean

*****CONTINUED ON NEXT COLUMN*****

Institution Information continued:

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 33.00 GPA: 2.75

Eligible to Re-enroll

Fall 2005

College of Business Admin.

ACCT 2302 M Principles of Accounting II 3.00 B 9.00

CIS 2320 M Intro-Computers & Software 3.00 A 12.00

ENGL 2313 M Intro to American Fiction (C) 3.00 B 9.00

THEA 1390 M Intro-Art of Motion Pict. (C) 3.00 B 9.00

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 39.00 GPA: 3.25

Eligible to Re-enroll

Spring 2006

College of Business Admin.

ACCT 3321 M Intermediate Accounting I 3.00 F 0.00

ASTR 1308 M Elem Astr Stars & Galaxies (C) 3.00 B 9.00

CIS 3345 M Management Information Systems 3.00 B 9.00

QMB 3301 M Quantitative Methods in Bus 3.00 D 3.00

Ehrs: 9.00 GPA-Hrs: 12.00 QPts: 31.00 GPA: 1.75

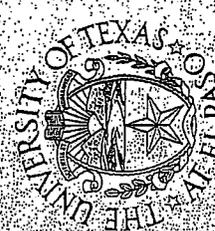
Eligible to Re-enroll

*****CONTINUED ON PAGE *****

INSIDED TO SIGNATURE
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REGISTRAR'S NAME

University of Texas at El Paso

Student No: Date of Birth: Student SSN

Record of: Carla Ruby Garza Level: Undergraduate

Date Issued: 13 FEB 2009

INM

Page: 3

SUBJ NO C COURSE TITLE CRED GRD PTS R SUBJ NO C COURSE TITLE CRED GRD PTS R

Institution Information continued:

Fall 2006 College of Business Admin. ACCT 3321 M Intermediate Accounting I 3.00 W 0.00 ENGL 3355 M Workplace Writing 3.00 C 6.00 FIN 3310 M Business Finance 3.00 B 9.00 MKT 3300 M Principles of Marketing 3.00 C 6.00 Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 21.00 GPA: 2.33 Eligible to Re-enroll

Spring 2007 College of Business Admin. ACCT 3321 M Intermediate Accounting I 3.00 B 9.00 BLAW 3301 M Legal Environment of Business 3.00 B 9.00 ECON 3320 M Money and Banking 3.00 D 3.00 MGMT 3303 M Intro-Mgmt/Organizational Beha 3.00 B 9.00 Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 30.00 GPA: 2.50 Eligible to Re-enroll

Institution Information continued:

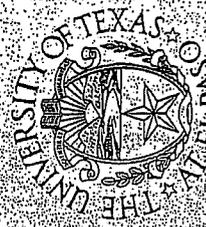
Fall 2007 College of Business Admin. ACCT 3320 M Accounting Systems 3.00 C 6.00 ACCT 3322 M Intermediate Accounting II 3.00 B 9.00 BUSN 3304 M Global Business Environment 3.00 A 12.00 MGMT 3311 M Intro to Human Resource Mgmt 3.00 A 12.00 Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 39.00 GPA: 3.25 Eligible to Re-enroll

Spring 2008 College of Business Admin. ACCT 3323 M Cost Accounting 3.00 B 9.00 ACCT 3327 M Fed Income Tax - Individuals 3.00 B 9.00 CIS 3350 M Bus Systems Analysis & Design 3.00 B 9.00 Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 27.00 GPA: 3.00 Eligible to Re-enroll

Summer 2008 College of Business Admin. ACCT 3321 M Accounting Systems 3.00 A 12.00 BUSN 3304 M Global Business Environment 3.00 A 12.00 Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 30.00 GPA: 3.00 Eligible to Re-enroll

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REGISTRAR'S NAME

Student No:
Student SSN

Date of Birth:

University of Texas at El Paso

Date Issued: FEB-2009

IHW

Record of: Carla Ruby Garza
Level: Undergraduate

Page: 4

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
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Institution Information continued:

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00

Eligible to Re-enroll

Fall 2008

College of Business Admin.

ACCT-4394 M Auditing Principles/Procedures 3.00 C 6.00

ACCT-4328 M Fed Income Tax-Partner/Corp 3.00 D 3.00

MGMT-4300 M Strategic Management 3.00 A 12.00

Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 21.00 GPA: 2.33

Eligible to Re-enroll

***** TRANSCRIPT TOTALS *****

Earned Hrs GPA Hrs Points GPA

TOTAL INSTITUTION 139.00 133.00 332.00 2.49

TOTAL TRANSFER 9.00 0.00 0.00 0.00

OVERALL 139.00 133.00 332.00 2.49

***** CONTINUED ON NEXT COLUMN *****

TEC 51.907 Undergraduate Course Drop Counter - X

***** TSI STATUS*****

AREA STATUS EXPLANATION

MATH Passed Basis: MAPS-Scores: 702 12-JUN-01

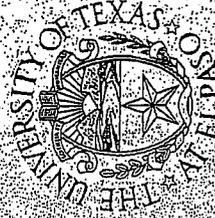
READ Passed Basis: TASP-Scores: 260 08-AUG-02

WRIT Passed Basis: MAPS-Scores: 312 12-JUN-01

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REGISTRAR'S NAME

The University of Texas at El Paso

has conferred on

Carla Ruby Garza

the degree of

Bachelor of Business Administration

and all the rights and privileges thereunto appertaining.

In Witness Whereof, this diploma duly signed has been issued and the seal of the University affixed.

Issued by the Board of Regents upon recommendation of the faculty at El Paso, Texas.

December 13, 2008

A. Scott Cohen, Jr.

Chairman of the Board of Regents

Geraldine Flores MA

Interim Chancellor

Liana Salal

President

Robert MacDonnell

Dean, College of Business Administration