



*El Paso, Texas*  
*The International City*

**JOHN F. COOK**  
MAYOR

February 9, 2011

Robert J. Stanton  
Executive Director  
El Paso Fire and Police Pension Fund  
8201 Lockheed Dr., Suite 211  
El Paso, TX 79925

Dear Mr. Stanton:

This is to advise you that I am appointing Ms. Carmen Arrieta-Candelaria as my citizen appointee to the Fire and Police Pension Fund Board of Trustees in fulfillment of my statutory responsibility. She will be filling the vacant unexpired position left by Mr. John Davis' resignation with a term expiration date of July 31, 2013. Attached is Ms. Arrieta-Candelaria's resume and can be reached at (915) 541-4293; her office is located in the 7<sup>th</sup> Floor of City Hall, Comptroller's Office.

If there are any questions concerning the matter, please feel free to contact my office.

Sincerely,

A handwritten signature in cursive script that reads "John F. Cook".

John F. Cook  
Mayor of El Paso

Carmen Arrieta-Candelaria

Work: (915) 541-4293

Email: arrietacx@elpasotexas.gov

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## PROFESSIONAL EXPERIENCE SUMMARY:

Proven executive level manager with over 16 years of executive financial management experience. 10+ years of school district executive level management including procurement, budgeting, financial reporting, treasury, fiscal operations and campus accounting; 6+ years of municipal executive financial management including treasury management, fiscal operations, financial accounting and reporting, procurement, capital assets management and grants managements. Certified as a public accountant for over 17 years. Strong academic background includes a Master of Business Administration and an Accounting degree with a minor in Economics.

## EDUCATION:

**M.B.A.** New Mexico State University, December 2004. Coursework completed included operations management, business law, financial strategy and computer information systems.

**B.A.** New Mexico State University; December 1988; Major Accounting; Minor: Economics. Coursework included analysis of accounting theory; application of accounting principals, statistics, financing, non-profit accounting practices, management of resources, computer information and business systems, marketing concepts, and economic theory.

## PROFESSIONAL PREPARATION:

### CERTIFICATES HELD:

Certified Public Accountant – State of Texas, Certified May 1993.

### ADMINISTRATIVE EXPERIENCE:

**Chief Financial Officer (Comptroller), City of El Paso, El Paso, Texas.  
(March 2004 - Present).**

Serve as chief financial officer for a large municipality (population: 650,000) with a budget of over \$700 million. Responsible for all post-budget financial issues and oversee six divisions with a staff of 54 individuals as follows: Fiscal Operations, Treasury, Grant Services, Capital Assets Management, Financial Accounting and Reporting, and Purchasing.

ADMINISTRATIVE EXPERIENCE (CONTINUED):

**Associate Superintendent of Finance, Gadsden Independent School District (GISD), Anthony, New Mexico. (August 1994 - February 1997) and (June 1999 - March 2004).**

Served as chief financial officer for a district with over 13,000 membership. Responsible for all financial issues as well as departments including warehouse, accounts payable, payroll, financial reporting, and purchasing.

**Executive Director of Finance, Budget and Accounting, El Paso Independent School District, El Paso, Texas. (November 1997 - June 1999).**

Served as chief financial officer for a district with over 63,000 membership. Responsible for supervising and directing all finance sub-units including accounts payable, payroll, purchasing, campus accounting, budgeting, accounting and cash management.

**Budget Director, El Paso Independent School District, El Paso, Texas. (February 1997- November 1997).**

Responsible for the monitoring, coordinating and implementing all budget District wide in excess of \$400 million. Budgets included operational, special revenue, athletic, debt service and construction funds. Prepared annual budget based on information obtained from all units as well as develop critical revenue and salary projections.

**Accountant II, Budget Office, New Mexico State University, Las Cruces, New Mexico. (June 1992 - August 1994).**

Preparation of budget and actuals documents for all NMSU campuses. Served as fiscal monitor of all expenditures for branch campuses.

**Accountant I, New Mexico State University Foundation, Inc., Las Cruces, New Mexico. (February 1991 - June 1992).**

Prepared monthly financial statements for foundation. Monitored gift accounts, both at university and foundation levels. Maintained investment records for foundation investments.

**Staff Accountant, KPMG Peat Marwick, El Paso, Texas. (January 1989 - February 1991).**

In-charge for small audits, including non-profit organization. Supervised assistants in large engagements.

**LEGISLATIVE EXPERIENCE:**

Assisted in drafting legislation for Gadsden Independent School District and presented testimony to State of New Mexico Legislative Committees on education-related issues.

Assisted in the preparation of numerous applications and presented testimony to the New Mexico Public School Capital Council on various GISD construction projects.

**GUEST LECTURES:**

"Preparing the CAFR" presented at the AGA - El Paso Chapter, May 2009.

"Cimientos para una Buena Administración de la Deuda y el Presupuesto" presented at the "Seminario Regional para la Mejora de la Solvencia Crediticia de Entidades Sub-nacionales", sponsored by the International City Managers Association, Panama City, Panama, February 23-25, 2010.

**PROFESSIONAL/COMMUNITY ACTIVITIES (PAST AND PRESENT):**

Association of Governmental Accountants (AGA)-Member 2009 to present  
YWCA – El Paso Del Norte Region –Board Member and Member of Finance Committee  
2006-2009

Government Finance Officers Association (GFOA) 2004 to Current  
New Mexico Association of School Business Officials – Region Director  
Texas Association of School Business Officials  
Junior Service League of Las Cruces  
DVA/Roadrunner Volleyball Association  
City of Las Cruces Softball League  
Executive Forum – El Paso Chapter – November 2010 to present

**HONORS:**

2001 Administrator of the Year – New Mexico Educational Office Professionals  
2000-01 Administrator of the Year – Gadsden Education Office Professionals  
NMSU Dean's List  
NMSU Crimson Scholar  
Beta Alpha Psi  
Phi Kappa Phi

**REFERENCES:**

Available Upon Request