

DATE: February 20, 2007

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 915-541-4996

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of February 20, 2007

Appointment of Claudia O. Marin to the International Bridge Commission by Representative

Item should read as follows: Susie Byrd, District #2

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: International Bridge Commission

NOMINATED BY: Representative Susie Byrd DISTRICT: #2

NAME OF APPOINTEE Claudia O. Marin

(Please verify correct spelling of name)

BUSINESS ADDRESS: 500 W. University Avenue

CITY: El Paso ST: TX ZIP: 79968 PHONE: 915-747-8620

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Y.I. Santoscoy

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX

RESIGNED _____

REMOVED _____

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: 4/13/2006

EXPIRATION DATE OF NEW APPOINTEE: 2/20/2009

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM _____

UNEXPIRED TERM: _____

Claudia Olivia Marin
OFFICE: (915) 747-8620

Education:

THE UNIVERSITY OF TEXAS AT EL PASO. BBA in Finance and Banking. May 1993.
MBA - May 2008

Work Experience:

The University of Texas at El Paso

Intercollegiate Athletics

Business Manager - January 2004 - Present

Accountant III - May 2001 - December 2003 (Position audited and reclassified to Business Manager)

Accountant I - August 2000 - May 2001 Promoted to Accountant III

In conjunction with the Senior Associate Athletic Director, create, monitor and manage all individual budgets for all sports and departments as follows:

On a yearly basis, assisted in the compilation of information for budget preparation and submission. Create the necessary projections for specific accounts such as salaries, wages, fringe benefits and longevity totals. Assisted in the organization of final product for campus review. Monitor and manage budgets by reviewing all submitted requests on income allocation and expenses, determine validity and overall effect of budget status. Periodically review completed individual expenditures and income transactions to assess their correctness in nature, classification and location of expenses. Utilize alternative campus tools to determine current year budget predictions Assist in the development and implementation of department goals, policies, priorities, and procedures relating to financial management, all budget stages, accounting, and payroll. Communicate and coordinate training for accounting practices and procedures with current and new department managers and administrative support. Manage the preparation of various financial statements and reports for year end, quarterly and monthly deadlines. Determine work procedures, prepare and organize work schedules, evaluate and standardize procedures to improve workflow efficiency of employees under direct supervision. Direct the organization and maintenance of accounting records for departmental receipts and expenditures. Direct the organization and maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, operating expenses, and insurance records. Oversee the preparation and auditing of materials requiring analyses of supporting documents, ensure that all entries are entered into the system properly. Prepare statements and reports of estimated future costs and revenues. Direct internal audits involving review of accounting and administrative controls. Establish system of controls for new financial systems and develop procedures to improve existing ones. Coordinate the preparation of external audit materials and external financial reporting; assign duties and examine work for exactness, neatness, and conformance to policies and procedures. Review financial statements with management personnel. Direct the organization and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls. Identify and resolve problems and inconsistencies by determining appropriate corrective procedures. Act as liaison between departments and internal or external customers.

Responsible for the processing of all deposit and expense activities for the department, the reconciliation of all IC Athletics. Income and expense accounts, student service awards disbursements, credit card statements/settlements, football and basketball season ticket sales, donations, accounts receivable for all corporate sponsorships and home football and basketball games, and travel advances. Organized training sessions on policies and procedures for all classified personnel, new coaches and administrators. Kept current records for all coaches' contracts, airline contracts, and game contracts. Directly responsible for the organization of records to be presented for NCAA audit. Responsible for fiscal year end closing reports and entries. Prepared financial schedules for end of year financial reports. Responsible for monitoring the accuracy of coaches' contracts, signature and delivery of them. Provided relief on certain financial areas to the Senior Associate Athletic Director in his absence, for the proper and timely processing of departmental transactions and operation. Assist in the creation and implementation of new policies and procedures, as well as the review of existing ones. Managed the preparation of financial statements by coordinating deadlines with office personnel and management personnel.

Balanced Event Management accounts. Prepared daily bank deposits. Prepared Courtesy Car reports. Balanced Vacation/Sick Leave reports. Ordered credit cards for coaches. Handled problems related to credit card status, credit limits and authorization of transactions. Reviewed all documents for proper signature authority routing. Maintained current logs for deposit bags, deposit pick-up and money log sheets. Prepared all payments for game guarantees and game officials. Prepared payroll for all Event Management personnel. Prepared Cash-In-Lieu checks for student athletes. Kept track of telephone extension assignments, ensured billing was done into correct

account, distributed and kept current files for AT&T, and Alltel billing reports. Requested changes for extensions and long distance restriction codes as needed. Processed vouchers, purchaser orders and any other type of transactions as needed.

The University of Texas at El Paso

Housing Services

Accounting Specialist II

May 1995 - August 2000

Sole provider of all financial accountability for the department. Received payments for housing contracts on Family Apartments and Residence Hall. Posted payment activity to individual ledger cards, and computer spreadsheets for all accounts. Kept individual accounts current for 250+ residents. Contacted students by mail and/or telephone, on delinquent balances or past due installment payments. Reviewed weekly, all Financial Arrangements and balances for payment due dates. Kept timetables on delinquent accounts for placement with collection agency. Reconciled account activity to monthly statement of accounts. Held accountable for all office cash. Prepared bank deposits. Prepared all billing for residents and departments. Balanced receivables, student deposits, deferred income, and guest housing account, on a monthly basis. Traced reconciling items as well as questionable entries on accounts. Processed reimbursements for students as needed. Kept delinquent balance information current, for students to be placed on hold at the Student Business Services office. Originated and posted journal entries to student accounts for late fees, damage charges, breach of contract and early move-outs. Prepared monthly Journal Voucher for adjustments, corrections and transfers. Prepared final entries and backup documentation for all accounts, for end of fiscal year. Prepared preliminary reports for future income projections on receivables for contracts, and miscellaneous charges. Created and updated spreadsheets for all accounts, statistics on occupancies, room/suite preferences, and budget estimates. Prepared bad debt and uncollectible estimates for end of fiscal year. Prepared monthly payroll for work-study students, hourly and casual labor employees. Balanced Vacation/Sick Leave reports.

The University of Texas at El Paso

Materials Research center of Excellence

Assistant to the Coordinator

March 1992 - May 1995

Provided accounting support to Program Director, Coordinator and nine research faculty members. Processed payments for corporate travel accounts and mailing accounts. Reconciled departmental accounts to monthly statement of accounts. Kept data files on graduating and continuing students. Briefed new and prospective students on the program's guidelines and objectives. Created linked spreadsheets for statistical and budgetary estimates. Assisted the Program Coordinator by editing project summaries, organizing charts, and creating statistical tables. Allocated orders for supplies and equipment to proper accounts, following National Science Foundation guidelines on expenditures. Initiated transfer of funds between accounts as needed. Placed orders for laboratory supplies, materials and equipment needed for ongoing research, placed bids for lowest vendors on all orders. Processed monthly payroll for 60+ research assistants. Processed requests for travel authorizations, travel advancements and reimbursements.

Skills:

Highly fluent in Spanish. Proficient in MS Windows, Web Page Updates. Experience with IBM and Macintosh computers. Excellent team worker. Good communication skills. Ability to work under little or no supervision. Exceptionally detail oriented. Very familiar with BIS and BANNER.

BOARDS AND COMMISSIONS
CITY OF EL PASO

Name: Maudia O. Main District: #2

Home Address: _____

Home Phone: _____

Business Address: 500 W. University Ave.

El Paso, TX 79968-0579 Business Phone: (915) 747-8620

Length of Residency in the City of El Paso _____

Educational Background: BBA - Finance / Banking

MBA - Progress 2008

Employment Background: The University of Texas at El Paso.

Accountant, Business Mgr.

Volunteerism, Organizations, Community Service, Special Qualifications: _____

Financial Management Association.

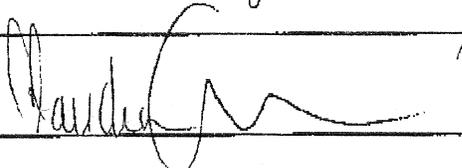
Girl Scouts.

References (Names & Phone Numbers): Please refer to resume.

Attached

Commissions and Boards in which you are particularly interested: _____

International Bridge Commission

Signature: 

Date: 02/12/07.