

DATE: February 23, 2011

TO: City Clerk

FROM: Representative Beto O'Rourke

ADDRESS 2 Civic Center Plaza 10<sup>th</sup> Floor, El Paso, TX TELEPHONE 915-541-4123

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

Agenda for the Council Meeting of March 1, 2011

Item should read as follows: Re-appointment of Angelica Quintanilla to the Committee on Border Relations by Representative Beto O'Rourke, District 8

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Committee on Border Relations

NOMINATED BY: Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Angelica Quintanilla  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Angelica Quintanilla

EXPIRATION DATE OF INCUMBENT: 02/28/2010

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 03/01/2011

TERM BEGINS ON : 03/01/2010

EXPIRATION DATE OF NEW APPOINTEE: 02/28/2012

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X  
2<sup>nd</sup> TERM: \_\_\_\_\_  
UNEXPIRED TERM: \_\_\_\_\_

## ANGELICA QUINTANILLA

### Summary of Qualifications

- Over 19 years experience in the customs business
- A firm understanding of the customs processes, logistics strategies, and trade community, as well as the accounting / financial aspects and end goals of the organization.
- Effective use of the transportation of goods in an international market in a precise, secure, and compliant manner.
- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities; self-starter, tactful and discreet; problem solver; solutions oriented; use time and resources effectively and efficiently; quickly adaptable to work environment.
- Maintain a high level of compliance with US Customs rules and regulations and developed excellent working relationships with government agencies.
- Managed, administered, and directed operations, services, procedures, and programs of local, national and international Customs brokerage, warehousing, logistics freight forwarding and transportation / delivery to customer door on a local, national, and international level.
- Organized, highly motivated, and detail-directed problem solver.
- Fluent in verbal and written Spanish and English.
- Proficient in Microsoft Office, SAP and Cargo Point.

### Relevant Experience

#### Bonded Warehouse Facility:

- Primary role in the start up, implementation and continued management of the bonded warehouse facility to include preparation of entries and withdrawals.
- Maintained excellent tracking reports to ensure Customs compliance.

#### Customs relationship:

- Consistently reviewed all processes and procedures to ensure Customs compliance on all activities dealing with the processes, legal requirements and contracts.
- Liaison / Communication with Customs and other governmental agencies such as FDA, USDA, USFWS, etc. in the implementation of various customs clearance and security programs including but not limited to E-Manifest, C-TPAT, FAST, and the like.

#### Responsible for

- All US customs clearance in El Paso; all correspondence and communication with U.S Customs Responsible for Broker management, duty payments, audits and documentation retention and other OGA requirements.
- ACE and other government agencies such as FDA, FCC, Dept of Agriculture
- Customs compliance and system administration and interaction between US branch offices which include import/export activity on an international level which includes classification, NAFTA certification, Broker management, and administration of the Customs department.

#### Imports / Entry submissions / Exports:

- Consistent accuracy of entry submission / audit of entries under direct supervision
- Continually monitor and evaluate all current import/export processes and implement efficiency improvements
- Instrumental in setting in place the procedures manual for the import, customs and accounting processes that include the ABI management, ACH payment and production of all customs documents
- Manage all Customs documentation for northbound and southbound shipments including all equipment imports.
- Key role in development, implementation, and management of comprehensive proprietary automated data and invoice system that offers expedited processing
- Key role in the review, validation and the implementation of applicable NAFTA products in the entry process
- Managed Customs Automated Broker Interface system the El Paso branch office / Processed all duty payments thru the Automated Clearinghouse System.
- Preparation of all import/export documentation including consumption entries and other required documentation (FDA, FCC, USDA); Processing of data thru ABI
- Inbonds: track, trace, Customs clearances for all inbonds

