RESOLUTION

WHEREAS, on December 12, 2012, a vacancy occurred on the El Paso Water Utilities Public Service Board in the Financial Management category; and

WHEREAS, the El Paso Water Utilities Public Service Board Selection Committee met on February 20, 2013 and approved nomination of the following candidates to fill the vacancy: Terri Garcia, Hilton Maddox and David Saucedo II.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City of El Paso hereby appoints _____ to fill the vacancy in the Financial Management category. The term of the appointment shall commence on March 13, 2013 and shall be for four (4) years.

APPROVED THIS _____ DAY OF _____2013.

THE CITY OF EL PASO

_____
John F. Cook, Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Sylvia Borunda Firth
City Attorney

2013 (REVISED)

PROPOSED TIMELINE FOR BOARD MEMBER SELECTION

**PSB ACTION REQUIRED*

Wednesday, January 9	PSB approves Selection Process and Schedule
Friday, January 11	Application and Position Advertisement
January 11- Feb 1	Availability of Position Advertised
Friday, February 1	Applications Due by 5:00 p.m.
Monday, February 4	Review of Applications for Completeness and Assembly of packets for Committee Members
Monday, February 4	Packets emailed to Committee Members
February 5 – February 20	Committee reviews applications
Wednesday, February 20	Selection Committee meets **
Thursday, February 21	Names of top three candidates provided to City
February 21 – March 5	City Council Members interview Candidates
Tuesday, March 5	City Council considers and selects Candidate
Wednesday, March 13	New Member sworn in at PSB Meeting*

** Schedule from here forward could vary if the Committee schedules additional meetings before making recommendations to City Council.

01/24/13

PUBLIC SERVICE BOARD
GENERAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

Public Service Board

The Public Service Board is a Board of Trustees which has been vested since 1952 with the management and control of the El Paso Water Utilities System. The Board consists of seven members including the Mayor who is ex-officio with voting authority. Trustee is a legal term that refers to a person or Board that is a holder of title to property on behalf of a beneficiary. Trustees have certain duties, some of which are fiduciary or duties of special trust, and include a duty of loyalty, defense of the trust, not to be in conflict of interest, and administer the trust in the best interest of the beneficiary, in this case the ratepayers of the system. The ownership of the system remains in the City of El Paso but the complete management, control and operation of the system is vested in the Public Service Board. To the extent permitted by municipal law, the Board operates the system with the same freedom and in the same manner as the directors of a private corporation. The Board adopts Rules and Regulations for the operation of the system which has the same effect of City Ordinances.

Board Terms and Composition

- Board members must be citizens of the United States and El Paso County residents.
- Board members can serve two four-year terms, except for the Mayor who serves while in office.
- A Board member whose term has expired serves until his/her successor qualifies, or until sixty days have passed, whichever event occurs first. After that time, the Board member has no further power to vote or participate in a Board proceeding.
- Requisite qualifications include:
  1. College degree preferred and a minimum of 4 years experience in their respective field
  2. Community involvement experience
  3. No conflicts of interest such as real estate sales and management, land development, other water boards or other utilities (employment, elected or appointed).
  4. Abide by a specified code of ethics
  5. No current political office held
- The Board consists of seven members representing the following areas of expertise:
  1. Financial Management
  2. General Business Management
  3. Engineering
  4. Environmental or Health
  5. Consumer or Citizen Advocacy
  6. Communications, Public Administration or Education
  7. City Government (represented by the Mayor as Ex-officio member)

New Member Training Required

- Internal Orientation (Water Utilities, Finance, and Legal)
- Ethics and Open Meetings Act regulations
- Public Information Act

Attendance of Meetings

- Board members must commit time for attendance of scheduled Board meetings the second Wednesday of each month with meetings beginning at 9:00 a.m. unless otherwise posted. (Approximately 12 regular meetings per year). Meetings last 4-5 hours.
- Attend approximately three scheduled budget meetings held in November and December.
- Attend special Board meetings (emergency or urgent public necessity, etc.) as needed and scheduled by the Board Chair, and in his/her absence, by the Vice Chair.
- Attend committee meetings as assigned. (Finance and Investment Committees; Architect/Engineer Selection Committee; PSB Selection Committee, etc.)
- Attend meetings and receive phone calls and emails, etc., to discuss any items of concern from management.
- Attend special functions such as ribbon cuttings, grand openings, etc.
- Travel may also be required to attend conferences, meetings with legislators and staffers, etc.
- Any member of the Board, other than the Mayor of the City of El Paso, which shall be continuously absent from all meetings of the Board for a period of three consecutive months, shall, unless he or she shall have been granted a leave of absence by the unanimous vote of the remaining members of the Board, be considered to have vacated his or her office.

Compensation

Board members receive $20.00 for regular or Special Board meetings with the exception of the Mayor who receives no compensation from the Utility; payments to members are processed quarterly.

Preparation for Board Meetings

- Board Books will be delivered (to home or office) to each PSB member at least 4 days before the meeting.
- In order to make an informed decision, PSB members are expected to become familiar with PSB agenda items by reviewing backup information located in Board Books before each meeting.
- If there are questions on any item on the agenda or regarding the backup information, bring it to the attention of management before the meeting.

Powers and Immunities

- El Paso City Ordinance No. 752 adopted, May 22, 1952, established a board of trustees known as the Public Service Board. The PSB was given the complete management and control of the city's Water and Wastewater Utility System. All subsequent bond ordinances contain such language. The PSB adopts a strategic plan, adopts an annual operating and capital budget and sets rates and fees. The Utility must comply with the "flow of funds" and "debt service coverage"

requirements as set out in the bond ordinances. The PSB hires an independent auditor to review, audit and report on the Comprehensive Annual Financial Report prepared by the Finance Department. The Fiscal Year begins March 1st and ends February 28th or 29th of the following year.

- The PSB is a component part of the City of El Paso. This includes the power to buy or lease property; to levy and collect water, reclaimed water, stormwater, and wastewater fees or rates; to operate and maintain its water, reclaimed stormwater, and wastewater systems; to let contracts for construction of public facilities; and to pass Rules and Regulations for the regulation of the system.
- The operation of the system is a governmental function under the Texas Tort Claims Acts.
- The PSB approves its annual budget and has complete authority over expenditures and application of revenue, therefore being observant of its fiduciary duty. Individual audit fiscal year March 1st – February 28th or 29th.
- The PSB is directed to operate and manage the system with the same freedom and in the same manner as the directors of a private corporation.

PSB AREAS OF EXPERTISE, EDUCATION AND EXPERIENCE

Financial Management:

Professional knowledge and experience in finance or public finance, accounting and financial management practices, investment and banking practices, standard auditing methods; knowledge in standard auditing and fiscal administration policies and practices, auditing methods and standards; and knowledge of Generally Accepted Accounting Principles, auditing and financial reporting procedures and standards. Knowledge of IRS and other tax laws and regulations; rules, regulations and practices related to the management and investment of public funds; and five-year and annual budget planning, development and control.

Work experience may include an accountant, accounting manager, and/or hold certifications in the financial area such as Chartered Financial Analyst, Corporate Finance, Association of Corporate Treasurers, Certified Market Analyst, Master of Finance & Control. Accountancy qualifications may include Certified Public Accountant, Chartered Accountant, budget and management analyst, financial manager, financial systems manager, chief financial officer, or fiscal operations manager.

Bachelor's degree and a minimum of four years experience preferred in accounting, finance, business or public administration, economics, or related field; community involvement experience that accents demonstrated leadership; no conflicts of interest; abide by a specified code of ethics; and no current political office held.

February 1, 2013

Paula Apodaca, Consumer Affairs Officer
El Paso Water Utilities
1154 Hawkins Blvd.
El Paso, TX 79925

Ref: PSB Vacancy Application

Ms. Apodaca:
In response to applications being sought for the PSB Board vacancy I hereby submit my application for consideration.

Included with this letter is my bio which covers the last 30 years of my professional life. My employment history includes the following:

JPM Chase 1987 – 2005
Positions held included Consumer Banking administration, Treasury Management, Commercial Banking and Community Development/Compliance

Bank of America 2005 - Present
Global Commercial Banking division covering companies with revenue of $10MM-$200MM throughout the region

My background and professional work experience round out the requirements you stipulate for the position on the Board.

Your attention and consideration is greatly appreciated.

Sincerely,

Terri Garcia

Terri Garcia
El Paso Market President
Sr. Vice President
Commercial Banking Client Manager
Phone: 915-534-4126
Fax: 800-384-1186
terri.garcia@baml.com

Biography

With over 30 years experience in the financial services industry Garcia works with regional businesses drawing on in-depth expertise and comprehensive capabilities, partnering with clients to seamlessly deliver tailored solutions that meet their changing needs and enable them to transform opportunities into the realities of business success at every step.

As a Client Manager with Bank of America in the Global Commercial Banking division, she is responsible for consulting with commercial entities across the region. Client coverage of general industries in El Paso, southern New Mexico and northern Mexico, includes manufacturing, healthcare, technology, distributors, service provider industries, and not-for-profit organizations. Garcia leads a dedicated client team who provide integrated delivery of comprehensive financial capabilities. Additionally, she serves as Bank President for the El Paso market since 2009. Garcia was recognized by the U. S. Hispanic Chamber of Commerce with the 2010 Ultimate Latina in Financial Services.

Garcia's career in the financial services industry includes experience in a variety of roles, such as Consumer Lending, Community Development, Branch Administration, Cash Management and Commercial Banking.

As a member of the community, and in keeping with Bank of America's commitment to the communities it serves, Garcia has served many community organizations over the years through volunteer service. Her efforts were recognized as a recipient of the 2010 International Women's Day Award by La Mujer Obrera.

She is currently active with the El Paso Hispanic Chamber of Commerce, University Medical Center Foundation, El Paso Firemen and Policemen's Pension Fund, YWCA Foundation, a founding member and Vice Chair of CommUNITY en Acción, and past-President of the Border AIDS Partnership. Past service includes activities and positions such as Past-President of the YWCA El Paso del Norte Region, Vice Chair of Collaborative for Community and Economic Development, Board Member and Development Committee Chair for the EPISD Fund, and United Way Division Captain.

Terri is the proud mother of two grown children.

Hilton R. Maddox, Jr.,CPA, CFE
[redacted]
(915) [redacted]

January 14, 2013

Paula Apodaca, Consumer Affairs Office
El Paso Water Utilities
1154 Hawkins Blvd.
El Paso, Texas 79925

Re: Public Service Board Vacancy

Dear Ms. Apodaca:

I am writing to express my interest in the Public Service Board's vacancy that was advertised in the El Paso Times newspaper dated January 14, 2013. My achievements, education and diverse government accounting and consulting work experience have prepared me to serve as a board member that meets the applicable Financial Management requirements.

I retired as a full-time partner of the public accounting firm of Lauterbach, Borschow & Company, P.C. in September 30, 2006 as required by the firm's partnership agreement. The Lauterbach firm is currently the largest public accounting and consulting firm located in El Paso, Texas. Although I am retired from full-time practice, I continue to provide consulting and other services to other CPA firms located in the El Paso area. I currently maintain all of my professional licenses and education requirements.

I was the senior audit partner and my primary area of concentration had been in the public sector which includes both governmental and not-for-profit entities. The following is a summary of various government engagements that I managed and was in charge of during the accounting firm's period under contract:

- City of El Paso, Texas-external audit (included the airport & mass transit Operations)
- El Paso Water Utilities-component unit of City of El Paso(during audit period, the PSB issued significant Revenue Bonds for funding capital expenditures
- Lower Valley Water District-external audit (District located in low income area which received significant federal funding)
- Performance audit of Contractor (Law firm) engaged in collecting delinquent property taxes for all of the El Paso County taxing entities. (According to the contract law firm's president, the performance audit was the first audit ever performed on this type of contract, and the law firm has similar contracts throughout the United States).

- City of Las Cruces, New Mexico- In a joint service agreement, Lauterbach & RSM McGladrey, Inc. performed a Risk Assessment and prepared a three year Internal Audit Plan for the City. The Risk Assessment and Internal Audit plan was used to develop the scope and direction of the internal audit program to be deployed by the City, and to determine what resources would be needed to complete the higher risk internal audits.

- Country of Saudi Arabia-Consultant for the American Institute of Certified Public Accountants (AICPA). I was one of three CPA's from the USA contracted to assist Saudi's public accountants implement a "Peer Review" program similar to the United States program. Consulted with the leaders of Saudi's professional accounting association and assisted the various team captains in the peer reviews of the International Public Accounting Firms that had locations in Saudi Arabia.

- El Paso City Police & Firemen Pension Plan- Conducted the first external audit of the plan.

I am a Certified Public Accountant (CPA) licensed in Texas, Arizona, and New Mexico, and also a licensed Certified Fraud Examiner (CFE). I recently converted my status from active regular licensee to retired status.

Based on my prior accounting experience, knowledge of the El Paso Water Utilities-Public Service Board, and interest in providing services to my community, I believe I can add value to the Board and work with the other Board of Trustees in the management, control, and operation of the El Paso Water Utilities System.

If you have any questions or need additional information, please contact me at (915) 581-4275 or e-mail hmaddoxjr@sbcglobal.net. I look forward to working with both the personnel of the El Paso Water Utilities and the Public Service Board. Thank you for your time and consideration.

Sincerely,

Hilton R. Maddox, Jr., CPA, CFE

Enclosures:

Not updated since 2006

Hilton R. Maddox, Jr., CPA, CFE

[redacted]
Phone: [redacted] Cell: [redacted], Email: [redacted]

FINANCIAL EXECUTIVE/ACCOUNTANT/AUDITOR/ FRAUD EXAMINER

Pro-active and results oriented with broad experience in all aspects of accounting, consulting and financial management, with emphasis in the external audit area. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules. Fosters an atmosphere that encourages high talented professionals to balance high-level skills with maximum production. Ascertains needs and goals, streamlines existing operations, turns around unprofitable functions, envisions new concepts and future trends. Follows through with the development, direction, and accomplishment of all projects. Effectively communicates direction, commits people to action, and conveys complex information in an easily understood manner. Computer literate. Open to travel.

SUMMARY OF EXPERIENCE

Accounting and Audit partner with the public accounting firm of Lauterbach, Borschow & Company, P.C. located in El Paso, Texas since 1974. Lauterbach, Borschow & Company is the largest public accounting firm in El Paso, and is also affiliated with RSM McGladrey, the 5th largest public accounting firm in the United States as a member firm of the McGladrey Network. Responsible for the quality control aspects of the firm's accounting and auditing practice. Oversees the firm's accounting practices, policies, and procedures for the assurance services provided by the firm. Retired from the firm effective September 30, 2006.

Elmer Fox & Company-National Public Accounting firm with local office in El Paso, Texas. Employed as a supervisor practicing public accounting from September 1, 1971 to January 1, 1974.

Sproles, Woodard, Laverty & Ray- A regional public accounting firm with offices in Ft. Worth, Odessa, and Midland, Texas. Employed as a staff accountant in the Midland, Texas office from February, 1969 to September, 1971.

Safeway Stores Inc. in El Paso, Texas. Safeway was one of the largest grocery store chains in the country at this time. Employed as a clerk and worked in the management training program and store manager, while attending the University of Texas at El Paso. Employment from February, 1961 to February 1969.

Additional experience was in the grocery field as a stock clerk for Fed Mart to working as a manager for Minuet Market and Smitty's Convenience Stores from 1956 to 1961.

REPRESENTATIVE EXPERIENCE

Over thirty years of experience in serving a wide range of clients in the public sector, financial, construction, health care, employee benefit plans, real estate, service and other industries. A summary of services provided follows:

- Audit – external and internal
- Taxation- Corporate, partnership, and individual
- Professional standards implementation
- Financial statement presentation
- Budgetary accounting assistance
- Accounting & administration control structure evaluation, design & implementation
- Organizational governance
- Fraud prevention and detection
- Compliance with laws and regulations
- Implementation of new accounting standards
- Risk management and other consulting services
- Peer review of public accounting firms
- Consultant for AICPA-implementation of peer review program in foreign countries
- Performance audits of governmental contracts

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- New Mexico Society of Certified Public Accountants
- Association of Certified Fraud Examiners
- Government Finance Officers Association
- Peer review committee member- New Mexico Society of CPA'S
- Past president of El Paso Chapter of Texas Society of CPA'S
- Past state director of the Texas Society of CPA'S

LICENSES AND PERMITS TO PRACTICE

- CPA- Texas State Board of Public Accountancy
- CPA- New Mexico State Board of Public Accountancy
- CPA- Arizona State Board of Public Accountancy
- CFE- Certified Fraud Examiner- (International certification)

EDUCATION

High School- Burges High School, El Paso, Texas. Graduated in May 1959.

University-Bachelor of Business Administration with concentration in accounting from the University of Texas at El Paso, Texas. Graduated January 31, 1968 with 131 semester hours.

COMMUNITY SERVICE

- Past president of Five Points Lions Club, El Paso, Texas
- Past Zone Director of West Texas District of Lions Club International
- Current board member and membership chairman of Lion's Club
- Member of church finance committee
- Served on several local government committees (El Paso County, El Paso Community College)
- Past treasurer of Caring for Children Program of Texas-El Paso Chapter

LAUTERBACH, BORSCHOW & COMPANY
A Professional Corporation
Certified Public Accountants/Business & Personal Consultants
4130 RIO BRAVO DRIVE, SUITE B EL PASO, TX 79902

Lauterbach, Borschow & Company, P.C. is pleased to announce that **Hilton R. Maddox Jr., CPA,** has been awarded the globally preferred "Certified Fraud Examiner" (CFE) designation by the Association of Certified Fraud Examiners, the world's leading provider of anti-fraud training and education. CFEs are knowledgeable in four areas critical to the fight against fraud: Fraudulent Financial Transactions, Criminology & Ethics, Legal Elements of Fraud and Fraud Investigation. The ACFE's Board of Regents awards this designation only to select professionals who meet a stringent set of criteria, including character, experience, and education. Mr. Maddox has successfully met these criteria and now joins the ranks of over 16,000 business and government professionals worldwide who have also earned the CFE certification. Hilton has extensive experience in Auditing and Financial Reporting; with a concentration in the public sector. In addition to being a CFE, Hilton is a Certified Public Accountant and a partner with Lauterbach, Borschow and Company, P.C.

Item Announcement
May 26, 2006

Paula Apodaca

From:	Terri Reed <treed@ephcc.org>
Sent:	Friday, February 01, 2013 10:58 AM
To:	Paula Apodaca
Subject:	FOR YOUR CONSIDERATION - PSB BOARD VACANCY CANDIDATE
Attachments:	RESUME - David E. Saucedo II.pdf
Importance:	High

February 1, 2013

Paula Apodaca, Consumer Affairs Officer
El Paso Water Utilities
1154 Hawkins Blvd.
El Paso, TX 79925

Dear Ms. Apodaca,

On behalf of the El Paso Hispanic Chamber of Commerce, I am proud to submit the name of **David E. Saucedo** for your consideration of the current PSB Board vacancy.

David is a proud 4th generation El Pasoan. He graduated from Cathedral High School and the Mendoza College of Business at the University of Notre Dame in South Bend, Indiana in 2007 with a degree in Accountancy. He also studied abroad at the Tecnológico de Monterrey in Monterrey, Nuevo León, Mexico and received a Certificate of International Business in 2006. David returned home to pursue a career in public accounting and eventually became the Corporate Tax Accountant at Helen of Troy. David worked at Helen of Troy for over 4 years and became well-versed in complex international tax matters and financial conflict resolution.

David decided to use his financial knowledge and join the family business in the fall of 2012 - growing up in the family business fueled David's passion to lead Saucedo Security Solutions into its 100th anniversary and beyond. David is currently very active in the city of El Paso and thoroughly enjoys giving of his time to his hometown.

I believe wholeheartedly that David meets and surpasses all of the requirements that you are looking for in a PSB board member, and he has my wholehearted support. We appreciate your consideration of this nomination.

Should you need further information, please don't hesitate to call me directly at 915-566-4066.

Sincerely,

Cindy Ramos-Davidson
Chief Executive Officer
El Paso Hispanic Chamber of Commerce
2401 E. Missouri
El Paso, Texas 79903
Phone: 915-566-4066 Fax: 915-566-9714
Email: cindyramosdavidson@ephcc.org

David E. Saucedo II

[redacted]

BUSINESS LEADERSHIP

- *4th Generation Owner / Controller,* September 2012 – Present
  SAUCEDO SECURITY SOLUTIONS, El Paso, Texas

  - Business development and financial responsibilities for domestic and foreign operations.
  - Responsible for product sourcing, implementation and design.

  Saucedo Security Solutions is a dynamic organization with consistent growth and an industry leader in comprehensive security. Since 1917, the Saucedo family has been protecting the assets of their clients offering the highest quality products available and service. In 2012, they were named to the Hispanic Business TOP 500 list of Largest Hispanic-Owned companies in the United States.

- *Founding Co-Chair, Jovenes Empresarios - Empire Builders Program,* August 2011- Present
  Founding Co-Chair, Empire Builders: Ground Breakers (Year 2), December 2012- Present
  EL PASO HISPANIC CHAMBER OF COMMERCE, El Paso, Texas

  - Created a young leader group in response to the gaps of young professionals represented at various levels: civic, corporate and political within El Paso
  - Program built over a year-long course and to help build the skills necessary to foster a productive member of the community

- *Roundtable Participant,* November 28, 2012
  FEDERAL RESERVE BANK OF DALLAS – EL PASO BRANCH, El Paso, Texas

  - El Paso Branch Small Business and Agriculture Roundtable for business leaders to share information on the regional economy and provide anecdotal information to assist the Federal Reserve with policy making.

- *Member / Membership Committee / Alternative Energy Task Force,* June 2010 – Present
  THE BORDERPLEX ALLIANCE, El Paso, Texas

  - A membership organization wherein the region's business and community leaders promote the economic, social and cultural vitality to the region by cooperative effort, social interaction and a free exchange of ideas and views.

ACCOUNTANCY EXPERIENCE

- *Corporate Tax Accountant,* August 2008 – September 2012 (40 hrs/wk)
  HELEN OF TROY, LTD., El Paso, Texas

  Tax responsibilities for U.S. operations headquartered in El Paso, Texas with offices and warehouse facilities around the world.

  Tax planning and research

  - Research federal, state and international tax issues across a broad range of taxes and communicate findings in written / verbal form to cross-functional internal and external personnel
  - Assist in identification of tax minimization opportunities
  - Well-versed and knowledgeable in FASB Interpretation No. 48, *Accounting for Uncertainty in Income Taxes*

Income tax accounting (financial reporting)

- Assist in the preparation of quarterly and year-end tax provisions / accrual
- Responsible for preparing all state sales and use returns and other federal informational returns / surveys
- Responsible for preparing all Canadian GST / HST tax returns
- Coordinate the preparation of all state and federal tax returns with tax consultants
- Review of final returns prepared by tax consultants
- Calculation of quarterly tax payments
- Tax accrual and expense account reconciliations
- FAS 109 and FIN 48 calculations
- Report and file tax withholdings (i.e., 1042s)
- Prepare apportionment schedules based on net sales or other methods
- Prepare manual journal entries as required
- Analyze financial statements by territory and by product
- Maintain asset depreciation system

Audit defense

- Interface with federal and state auditors
- Work with Tax Director and other internal departments on strategy and tactics to improve process
- Research audit issues and respond to auditor questions
- Schedule and analyze certain expense accounts for internal use and annual audit

Compliance

- Research issues related to the preparation of non-income and income tax returns
- Responsible for addressing and monitoring all federal and state tax issues

Other

- Proficient in various financial software; i.e., Oracle, GoSystem Tax RS, IntelliForms
- Other duties as assigned

- *CPA Candidate Member in Good Standing*, 2007 - Present
  - AMERICAN INSITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
  - TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
    * Expected CPA license late fall 2013

- *Tax Accountant*, January 2008 – July 2008 (40 hrs/wk)
  PEÑA BRIONES & COMPANY PC, El Paso, Texas
  - Adherence to the highest degree of professional standards and strictest client confidentiality
  - Prepare tax returns for S corporations, C corporations, partnerships, estates, trusts, not-for-profits, and individuals
  - Research on various tax matters - utilizing tax-related software (CCH)
  - Work closely with senior accountants and managers to effectively resolve client related tax problems
  - Understanding of client operations, processes, and business objectives
  - Attendance of professional development/training sessions (min. 30 hrs/yr)
  - Various job-related duties as necessary

- *Analyst / Tax Specialist*, May 2007 – January 2008 (40 hrs/wk)
  ACEVES & ASSOCIATES, CPAs, El Paso, Texas
  - Exceptional articulation and client interface.
  - Highly skilled in technical writing, responsibilities included maintaining corporate detail books – including articles of incorporation, bylaws, annual minutes, IRS filing, and correspondence with the Texas Secretary of State.
  - Submittal of appellate letters to the IRS on behalf of clients.

- *Center Supervisor,* February 2007 – April 2007
  NOTRE DAME TAX ASSISTANCE PROGRAM, South Bend, Indiana
- Notre Dame Accounting Association, 2005-2007
- Deloitte & Touche National Case Study Seminar, 2005

EDUCATION

UNIVERSITY OF NOTRE DAME DU LAC, Notre Dame, Indiana
The Mendoza College of Business
#1 Undergraduate Business School – Bloomberg's Businessweek (2011)
- B.B.A. ACCOUNTANCY, May 2007

TECNOLÓGICO DE MONTERREY, Monterrey, Nuevo León, Mexico
- Certificate of International Business, May 2006

CATHEDRAL HIGH SCHOOL, El Paso, Texas

LEADERSHIP POSITIONS

- *Vice- Chairman of the Board, Board Development Committee Chair,* January 2011 – Present
  Member of the Board, Finance & Program Committee, November 2007 – December 2010
  BOYS AND GIRLS CLUB OF EL PASO, El Paso, Texas
  - Planning, trusteeship, resource development, oversight, policy, and evaluation through teamwork and service. Other responsibilities include performing duties of the Chairperson Elect in case of their absence, resignation, or inability to act and other duties as designated by the Chairperson of the Board.
- *Founding Member,* August 2010 – Present
  COMM*UNITY* EN ACCIÓN, El Paso, Texas
  - Founding Mission: To instill Hispanic pride, unity and leadership and have a positive impact on the El Paso region by engaging in "value-driven" initiatives through a cohesive network of Hispanic community leaders.
- *Co-Chair, Circle of Giants Committee,* July 2011 – Present
  EL PASO MUSEUM OF HISTORY, El Paso, Texas
  - Fully charged in the development and installation of the first, fully interactive, touch 3-D wall attraction ("The Wall") in the United States at the Museum. The Wall mimics the interactive wall at the Copenhagen Museum of History in Europe.
  - Coordinated effort to place The Wall on a local Bond Election (Nov. 2011)
  - Organized various public outreach events and community awareness efforts

  Member, History Museum Advisory Board, December 2009 – June 2011
  EL PASO MUSEUM OF HISTORY, El Paso, Texas
  - Municipal appointment charged with making general studies of facilities and operations, and reporting on such studies with recommendations by the Board; recommendations on renovation and expansion of existing facilities; recommendations on operating budget, and advising on exhibits and public programs.
- *Participant,* January 2009 – December 2009
  LEADERSHIP EL PASO XXXI, El Paso, Texas
  - Selected to identify, develop, and complete a community project while participating in monthly interactive and educational programs that benefit the city of El Paso.
- *Corporate Chalet Coordinator,* 2008
  AMIGO AIRSHO, El Paso, Texas
- *Past Deputy Grand Knight (VP),* August 2006 – May 2007
  KNIGHTS OF COLUMBUS Council No. 1477, Notre Dame, Indiana
  - Organized annual charity event and raised over $50,000 in the 2006/2007 year.
    2003/2005 university representative at National Convention in New Haven, CT