

DATE: February 26,2010

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS 2 Civic Center Plaza, El Paso, TX TELEPHONE (915) 541-4572

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

Agenda for the Council Meeting of March 9, 2010

Item should read as follows: Appointment of Belinda M. Luna to the Art Museum Advisory Board as requested by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: To fill an unexpired term for previous incumbent, Siria Rocha.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Art Museum Advisory Board

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Belinda M. Luna
(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: Siria Rocha

EXPIRATION DATE OF INCUMBENT: 10/14/2010

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

DATE OF APPOINTMENT: 03/09/2010

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____
2nd TERM: _____
UNEXPIRED TERM: XX

Belinda M. Luna

Professional Work History

11/04-Present Principal - luna insurance group El Paso, Texas

- Responsible for daily operations of an independent insurance agency customer service, sales, claims reporting
- Hiring and staff development
- Target Sales Projections
- Implementation of retention procedures
- Sales of insurance products; auto, home, flood, business, commercial
- Sales of life and health insurance products
- Accounting and budget review
- Marketing Centers of Influence

08/99-10/04 Assoc. Agent - Nationwide Insurance Company/The Luna Agency

- Managed daily operations to include sales and customer service
- Agency underwriter
- Staff development
- Target Sales Tracking
- Retention management
- Lead generation
- Accounts Receivable/Accounts Payable
- Marketing Centers of Influence
- Coordinated advertisement; print ads, billboard, television and radio spots

11/95 -10/97 Claims Manager - Littleton Risk Services Inc., Covington LA

- Managed TPA Program encompassing 8 counties in Texas, 22 cities
- Responsible for the development and implementation of reporting, adjusting and auto material damage procedures
- Supervised a team of 8 local adjusters and 3 field adjusters
- Hiring and staff development
- Established preferred auto repair shops throughout territory to facilitate and expedite accurate estimates of material damage claims.
- Responsible for all litigated claims
- Compilation of monthly loss to corporate office
- Reserve reporting to reinsurers
- Final settlement authority for program. Over 2.5 M/yr.
- Heavy travel required