DATE: April 30, 2007

TO: City Clerk

FROM: City 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 May 8, 2007

Item should read as follows: Appointment of Rocio Hinojosa to the Community Development Steering Committee

SPECIAL INSTRUCTIONS: ____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Community Development Steering Committee

NOMINATED BY: City Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE Rocio Hinojosa
(Please verify correct spelling of name)

BUSINESS ADDRESS: 221 N. Kansas

CITY: El Paso ST: TX ZIP: 79901 PHONE: 915-778-7500 x7040

HOME ADDRESS: .

CITY: ____ ST: ____ ZIP: ____ PHONE: ____

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

NAME OF INCUMBENT: Barbara R. Esparza

EXPIRATION DATE OF INCUMBENT: June 12, 2008

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

DATE OF APPOINTMENT: May 8, 2007

EXPIRATION DATE OF NEW APPOINTEE: June 12, 2008

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

2nd TERM: ____

UNEXPIRED TERM: XX

Rocio Hinojosa

OBJECTIVE: Organized and responsible Accountant with experience in real estate property accounting industry. Educated and energetic professional recognized as a quick learner with exceptional computer skills and the unique ability to manage several tasks in a stressful environment.

PROFESSIONAL EXPERIENCE

Accountant **February 2006-Present**

TVO North America

- **Assisted and Completed 16,000 accounts conversion on time for the entire accounting department.**
- **Maintain four partnership accounting portfolios with Invesco Real Estate,**
- **Awarded 2nd Quarter Team Excellence awarded for the MRI Conversion Team**
- Manage and compose all bank reconciliation for 30active portfolios and 30 sold portfolios including depository and escrow accounts on a monthly accounting cycle.
- Knowledgeable in Yardi Voyager, AOI, and MRI Accounting Software
- Prepare and analyze monthly financials
- Reconcile and prepare journal entries
- Responsible for importing journal entries for the entire accounting staff
- Populate and maintain a cash database for monthly cash distributions

Undergraduate Student Assistant **December 2000 -May 2006**

Collaborative Learning Center at The University of Texas at El Paso

- Provided computer assistance to students
- Involved in the maintenance and updates of computers in the laboratory
- Assisted faculty and staff with video research

Tax Accountant **January 2006-April 2006**

Veloz Bookkeeping and Tax Service

- Evaluated and processed individual and local business annual income taxes.
- Advised and counseled clients on income tax preparation

AFFILIATIONS & ORGANIZATIONS

August 2003-May 2004

- **President of American Society for Quality for the University of Texas at El Paso**

EDUCATION AND PROFESSIONAL CREDENTIALS

Bachelor of Business Administration in Accounting (BBA/ACC)
University of Texas at El Paso
Bilingual in English and Spanish

REFERENCES AVAILABLE UPON REQUEST.