

DATE: 07-02-2008

TO: City Clerk

FROM: Mayor John Cook

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4145

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

Agenda for the Council Meeting of July 8, 2008

Item should read as follows: Appointment of Xavier J. Saenz to the Revolving Loan Fund Board by Mayor John F. Cook.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Revolving Loan Fund Board

NOMINATED BY: Mayor John F. Cook DISTRICT: Mayor

NAME OF APPOINTEE Xavier J. Saenz
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

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

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 07-08-2008

EXPIRATION DATE OF NEW APPOINTEE: 07-08-2010

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

2nd TERM: _____

UNEXPIRED TERM: _____

XAVIER J. SAENZ

El Paso, Texas

TELEPHONE: :

E-MAIL: xavierjsaenz@gmail.com

POSITION

OBJECTIVE:

Contribute my expertise and experience to the City Board Position on the City-County Revolving Loan Fund Board.

EDUCATION:

1972-1978

Associate in Business Administration - EPPC
Business Administration - University of Texas at El Paso

**PROFESSIONAL
EXPERIENCE:**

1970 – 1972

Joined the U.S. Army during the Viet Nam era, became Operations Sergeant of I-Corp Artillery in South Korea stationed at Camp Red Cloud. Was Honorably Discharged in November of 1972 for early-out program to attend college.

1972 - 1976

Letter Sorting Machine Operator – Night Shift
United States Post Office

Responsibilities:

- Sorting letters at a high rate of speed to on LSM machine.
- Had to learn every El Paso street and what its appropriate zip code was.
- Trained for Supervisor position on LSM crew.

Accomplishments:

- Successfully completed and surpassed LSM requirements for speed entry.
- Successfully completed Supervisor Training.
- Increased Letter Sorting Efficiency by 20%

1976-1981

Purchased and managed Fairyland Country Day School.
4539 Emory Rd., El Paso, Texas 79922

Responsibilities:

- Took over existing Day Care Center and managed employees and everyday operations.
- To come in compliance with all city and county requirements and permits.
- Developed programs for the different age groups of kids in-order to facilitate learning with play time.
- Put in place a business plan to increase enrollment.
- Planned and implemented child pick-up and drop-off program .
- Hired and trained employees in child care, regulations and child development.

Accomplishments:

- Grew enrollment from 22 kids to 125 kids within two years.
- Obtained 100% compliance with all agencies and regulators with first 90 days.
- My developed programs for kids were so successful that kids would cry when parents would come to pick them up.

- Generated perfect recommendations from existing and new parents therefore creating the growth.
- Went from no pick-up and drop-offs vans to having four.
- Generated an environment for employees that reduced turn-over to nearly zero.

1980-1984

HVAC Sales Managers:

El Paso Pipe and Supply, Inc.
6959 Industrial Blvd.
El Paso, Texas 79915

Responsibilities:

- Implement new business development plan for existing and new customers.
- Re-organized daily procedures to track sales, cost of goods sold and expansion of suppliers and manufactures.
- Managed four sales personnel in the HVAC division.
- Forecasted yearly sales goals.
- Improved and expanded our entertainment program for customers.

Accomplishments:

- Grew business that was at 180K per year to over 2.2 million per year.
- Cut down department turnover by 80%.
- Took department from the slowest growth department to the most growth on a year by year basis.
- Continuously surpassed our sales forecast every year.
- Customer relations improvement was so successful that I was asked to speak on the subject very year at our annual sales meetings.

1984-1989

Vice President of Trading Company
Southwest Import and Export Trading Company, Inc.
Executive Center Blvd.
El Paso, Texas 79902

Responsibilities:

- Managed annual sales volume of \$1.6 million.
- Managed and Trained a Sales Team of four people.
- Expanded product lines to cover almost any commodity we could find customers for.

Accomplishments:

- Generated annual sales volume from \$472,000 to \$1.6 million in less than two years.
- Took a sales team of the owner and one person and grew it to four sales team members that worked extremely well together.
- Brought in new product lines with manufacturers that increased our sales volume and our percent of profit margins.

1989-2000

Xavier J. Saenz dba The MRI Company

Manufacture's Rep International Company
Brentwood and Mesa
El Paso, Texas 79902

Responsibilities:

- To start up my on business like I was doing at Southwest Import and Export.
- Obtain some existing customer that were my contacts and expand my customer base all over again.
- Establish new suppliers and create a credit history.
- Expanded product lines and cover existing suppliers.

Accomplishments:

- Generated annual sales volume of \$80,000 first year, \$120,000 second year and \$180,000 for 3rd thru 4th year and higher the 5th year.
- Took my personal credit status and established one for The MRI Company.
- Opened new business channels with Mexico customers and kept growing from there until May 2000.
- Begun to bring products from China to sell in the US and in Mexico.
- Established professional business relations with China factory and with US companies needing Medical Products from China.

2000-Current

President and Owner of MRI Enterprises, LLC
6500 Boeing Dr., Ste. T-3
El Paso, Texas 79925

Responsibilities:

- File official company name with City and establish banking relationships.
- To convert a sole proprietor business into a Limited Liability Company being run as a corporation.
- Establish business plan and implement strategies that will generate increased sales and product lines.
- Expanded our customer base, maintain existing customers and look for new opportunities in similar product markets.
- Become a Service Disabled Veteran Owned Small Business Entity and get registered with government agencies.
- Expand to new markets segments strictly with Government and Government Prime Contractors.
- Look for products that come with little or no competition.

Accomplishments:

- Became an LLC April 2004 with sales in excess of \$289,000.
- Took our sales to \$789,000 per year.
- Obtained distribution rights of a product called OREX made by Eastern Technologies Inc., became the 2nd distributors for this product and as of today there is still only two distributors.
- Brought in new product lines with manufacturers that have increased our sales volume like Medline Industries, McKesson, Prevail, Vestil, Rack Manufacturers, equipment manufacturers and many supply companies.
- Obtained local customers in the medical, material handling and personal protection industry.

- Obtained national customers like Los Alamos National Laboratory, Lockheed Martin, KBR, and others.
- Now have a well established business with AAA credit rating and a perfect track record with customers.
- On track to surpass 1 million in sales for 2009.

References Provided Upon Request