

DATE: 8/23/2006

TO: City Clerk

FROM: Representative Presi Ortega

ADDRESS 2 Civic Center Plaza

TELEPHONE 541-4189

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

Agenda for the Council Meeting of August 29, 2006

Item should read as follows: Appointment of Melissa Najera to the City-County Animal Shelter Advisory Board by Representative Presi Ortega, District #5

SPECIAL INSTRUCTIONS: _____

Item No. _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City-County Animal Shelter Advisory Board

NOMINATED BY: Representative Presi Ortega DISTRICT: 5

NAME OF APPOINTEE Melissa Najera
(Please verify correct spelling of name)

BUSINESS ADDRESS: 7355 Remcon

CITY: _____ ST: _____ ZIP: 79912 PHONE: 584-1287

HOME _____

CITY: _____

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

Patricia Wickham

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

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: 4/2005

EXPIRATION DATE OF NEW APPOINTEE: _____

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM:

2nd TERM

UNEXPIRED TERM:

OTHER

Melissa Najera, CPA

PROFESSIONAL EXPERIENCE

8/04 – Current

Desert Communications, Inc. – El Paso, TX
Controller

- ? Supervise and review the entire accounting process of seven staff.
- ? Develop new procedures to maximize efficiency without compromising accuracy. Work with the IT department consistently in this process.
- ? Document internal controls related to the accounting functions.
- ? Manage monthly/quarterly closings.
- ? Prepare financial and cash flow projections, and contract costing/budget reviews.

Ernst & Young LLP – Dallas, TX

07/00 to 6/04

Tax Compliance Specialist

- ? Project manager for about 6-7 clients with gross sales ranging from 10 to 350 million,
- ? Types of tax returns prepared included all entities from individuals, S-Corps, partnerships, LLCs, and C-Corps. Primary focus and specialization, however, was on the preparation of C-Corp single entity and consolidated tax returns, and state returns.
- ? Duties performed included reviewing financial statements (10k), calculating estimated and extension payments and M-1 differences, rolling forward fixed assets, and preparation of budgets for engagement.
- ? Additional responsibilities included co-coordinating and co-teaching training courses for new hires in our department, and taking on the role of Tax Technologist for the group that prepared 1120 returns. The goal behind this role was to learn and then teach the most efficient way to use Ernst & Young's technology tools to perform their job.

PricewaterhouseCoopers LLP – Dallas, TX

08/99 to 07/00

Tax Associate

- ? Prepare federal and state individual, C-Corp, partnership, LLC, and S-Corp tax returns ranging in complexity from straightforward to very difficult.
- ? Specific schedules prepared include, but not limited to, tax apportionment schedules for C-Corp state returns, estimated payment schedules, and rollforward schedules for fixed asset accounts, capital accounts, and retained earnings.

COMPUTER SKILLS

Microsoft Office: Excel, Word, PowerPoint, GoSystem (Fast Tax), BNA On-Line, FAS Asset Accounting, Lotus Notes, Prosystem fx, BusinessWorks G/L software, Lawson/AS400

**OTHER PROFESSIONAL
EXPERIENCE**

El Paso Community College – El Paso, TX

Fall 2003

Part-Time Professor
Accounting Principles I

Taught one class of twenty-seven students the first half of principles of accounting (i.e. debits/credits, depreciation of fixed assets, preparation of financial statements, etc) that included three office hours each week in the accounting lab.

**DEGREES &
CERTIFICATIONS**

Dec. 2000

Certified Public Accountant – State of Texas

Aug. 1994-Aug. 1999

University of Texas at El Paso

Masters in Accountancy/ Tax (4.0 GPA)
BBA, Accounting (3.97 GPA)

**PROFESSIONAL
MEMBERSHIPS**

American Institute of Public Accountants
Texas Society of CPAs

**CIVIC
ACTIVITIES**

Board Member of Planned Parenthood - El Paso 2003-2005
Board Member of Greater Texas Community Partners - El Paso Chapter 2003-2004
Greater El Paso Chamber of Commerce
- Education Committee
- Marketing Committee (2003-2004)
Humane Society – Volunteer

**EXTRACURRICULAR
ACTIVITIES**

- UTEP President's Advisory Committee on Women – Student Representative
- Volunteer Income Tax Assistance – Asst. Coordinator
- The Accounting Society – President, Vice President, Membership Chairperson

AWARDS

- UTEP Top Ten Senior Award
- Federation of Schools of Accountancy Academic Achievement Award
- Outstanding Accounting Society President Award

SCHOLARSHIPS

- ASWA National Scholarship
- Beta Gamma Sigma National Scholarship
- IMA National Scholarship
- Houston Endowment Scholarship
- Texas Society of CPAs
- AICPA National Scholarship
- National Hispanic Scholar