

DATE: October 6, 2010

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4572

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

Agenda for the Council Meeting of October 12, 2010

Item should read as follows: Appointment of Belinda Luna to the Museum & Cultural Affairs Advisory Board by Representative Emma Acosta, District 3

SPECIAL INSTRUCTIONS: New Board

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Museum & Cultural Affairs Advisory Board

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Belinda 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: New Board

EXPIRATION DATE OF INCUMBENT: None

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

DATE OF APPOINTMENT: 10/12/2010

TERM BEGINS ON : 10/01/2010

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2013

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

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

02/92-09/95 Claims Representative - Progressive County Mutual Insurance Company El Paso, Texas

- Property Casualty Adjuster
- Investigated liability
- Material damage appraisals with an emphasis on auto body repair, refinishing, mechanical, frame and suspension
- Managed daily suspense calendar
- High value inspections
- 30 day binder investigations
- Adjusted pre-litigated bodily injury claims
- Interfacing with attorneys and health care professionals
- Catastrophic adjusting

Active Insurance Licenses and Qualifications

- General Lines Agent, Qualified for Property and Casualty and Life, Accident, Health & HMO #1215695; Texas
- Adjuster, Qualified for All Lines #332722; Texas
- Casualty and Surety Vehicle and Property #162439; New Mexico
- ICAR Certified
- Process of acquiring non-resident New Mexico claims license

Education

- Attended University of Texas, El Paso
- Attended El Paso Community College
- Course work for CPCU designation

Current Professional and Civic Involvement

- Independent Insurance Agents of Texas
- El Paso Insurance Professionals
- El Paso Claims Association
- City Plan Commissioner
- Women's Council of Realtors
- Governmental Affairs Board - Greater El Paso Assoc of Realtors
- El Paso Hispanic Chamber of Commerce
- El Paso Mortgage Bankers
- El Paso Mortgage Brokers
- Better Business Bureau

References

To be furnished upon request.