

DATE: 11/25/2008

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 December 2, 2008

Appointment of Angelica Quintanilla to the Committee On Border Relations by Mayor John F.

Item should read as follows: Cook.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Committee On Border Relations

NOMINATED BY: Mayor John F. Cook DISTRICT: Mayor

NAME OF APPOINTEE Angelica Quintanilla
(Please verify correct spelling of name)

BUSINESS ADDRESS: 1430 Henry Brennan

CITY: El Paso ST: TX ZIP: 79936 PHONE: 915-849-6578

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

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

NAME OF INCUMBENT: Cecilia Levine

EXPIRATION DATE OF INCUMBENT: 02/28/2008

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

DATE OF APPOINTMENT: 12/02/2008

EXPIRATION DATE OF NEW APPOINTEE: 02/28/2010

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

ANGELICA QUINTANILLA

Objective Key management position utilizing acquired skills as Customs Compliance Manager / Director/Counselor/Educator/Account Manager

Profile

- 18 years experience as professional manager.
 - A firm understanding of the customs processes, logistics strategies, and trade community, as well as the accounting / financial aspects and end goals of the organization.
 - Ability to direct complex projects from concept to fully operational status.
 - Adaptability and ability to develop and direct effective added value operations and projects.
 - Fluent in verbal and written Spanish and English; light French.
 - Goal-oriented individual with strong leadership capabilities; self-starter, tactful and discreet; problem solver; solutions oriented; use time and resources effectively and efficiently; quickly adaptable to work environment.
 - Maintain a high level of compliance with US Customs rules and regulations and developed excellent working relationships with government officials.
 - Managed, administered, and directed operations, services, procedures, and programs of local, national and international Customs brokerage, warehousing, logistics freight forwarding and transportation / delivery to customer dddoor on a local, national, and international level.
 - Organized, highly motivated, and detail-directed problem solver.
 - Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express, Microsoft Internet Explorer, SAP, ExWorks, and Cargo Point; type 90 wpm.
 - Proven ability to work in unison with staff, volunteers, and board of directors.
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Education

Licensed U.S. Customs Broker, #20640 *December 2000*
The National Customs Brokers and Forwarders Association of America Inc.
▪ Certified Customs Specialist *January 2008*
University of Phoenix- Santa Teresa, New Mexico
▪ Bachelor of Business Administration (BBA): *June 2009*
American Management Association at the University of Texas at El Paso
▪ Six-Course Management Program *March, 2004*
Dale Carnegie Course *August 1998*

Employment

Panalpina Inc. *Dec 2003- present*
• Customs Compliance Manager /Border Trade Development
Brown, Alcantar & Brown, Inc.
• Administrative Assistance / Licensed Broker *Aug 1990-*
• Direct Supervision, control and training of the imports, exports, and warehouse *Dec 2003*
personnel
• Responsible / Managed: 80,000 sf bonded facility: all imports, exports, and closing of entries Directed transportation, adult day healthcare, home delivered meals, nutrition, outreach, Alzheimer's, in-home care, and peer counseling.

Community Involvement

Licensed Customs Broker, December 2000 *December 2000*
Certified Customs Specialist / The National Customs Brokers & Forwarders Association of America *January 2008*
President, West Texas / New Mexico Customs Brokers Association *Jan 2008- Dec 2009*
Customs and Border Protection (CBP) / West Texas Advisory Committee
CBP / Santa Teresa Port Advisory Committee *Oct 2007- Present*
CBP / Cargo Committee *Jan 2006- Present*
Jan 2006- Present

Relevant Experience**Bonded Warehouse Facility:**

- Primary role in the start up, implementation and continued management of the bonded warehouse facility to include preparation of entries and withdrawals.
- Maintained excellent tracking reports to ensure Customs compliance.

Customs relationship:

- Consistently reviewed all processes and procedures to ensure Customs compliance on all activities dealing with the processes, legal requirements and contracts.
- Liaison / Communication with Customs and other governmental agencies such as FDA, USDA, USFWS, etc. in the implementation of various customs clearance and security programs including but not limited to E-Manifest, C-TPAT, FAST, DCL, PASS and the like.

Responsible for

- All US customs clearance in El Paso; all correspondence and communication with U.S Customs Responsible for Broker management, duty payments, audits and documentation retention and other OGA requirements.
- ACE and other government agencies such as FDA, FCC, Dept of Agriculture
- Customs compliance and system administration and interaction between US branch offices which include import/export activity on an international level which includes classification, NAFTA certification, Broker management, and administration of the Customs department.

Imports / Entry submissions / Exports:

- Consistent accuracy of entry submission / audit of entries under direct supervision
- Continually monitor and evaluate all current import/export processes and implement efficiency improvements
- Instrumental in setting in place the procedures manual for the import, customs and accounting processes that include the ABI management, ACH payment and production of all customs documents
- Manage all Customs documentation for northbound and southbound shipments including all equipment imports.
- Key role in development, implementation, and management of comprehensive proprietary automated data and invoice system that offers expedited processing
- Key role in the review, validation and the implementation of applicable NAFTA products in the entry process
- Managed Customs Automated Broker Interface system the El Paso branch office / Processed all duty payments thru the Automated Clearinghouse System.
- Preparation of all import/export documentation including consumption entries and other required documentation (FDA, FCC, USDA); Processing of data thru ABI
- Inbonds: track, trace, Customs clearances for all inbonds;

Operational Supports

- Customs compliance and system administration for all imports, exports and warehouse bonded entries
- Effectively support manufacturing /distribution operations
- Supported 3PL partner in all logistics activities, which included air, rail, and truck and ocean freight.
- Responsible for all raw material warehouse activities including inventory control, shipping, receiving and supervision of warehouse personnel.
- Knowledgeable in material management, distribution and freight forwarding operations
- Assisted logistics in the development, response, and customer gain through request for quotes on single or combined ocean, air, and rail, warehousing and cross dock activities.
- Successful implementation, management and supervision of initial development and effective implementation of new customer procedures

Support

- Supply chain initiatives for efficiency and cost avoidance or reductions.
- Monitor Mexican Customs operations on a daily basis and on Free Trade Agreements with Latin America.
- Interface and management development with in-house operating systems enabling timely data downloads increasing information accuracy and efficiency.

Foreign Trade Zone

- Complete and update procedures and training manuals to ensure compliance with rules and regulations, and identified best practices for Customs compliance.
 - Successful administration of Foreign Trade Zone with annual admissions of over \$1 million, participation in Weekly 7512, Weekly 7501 and Bulk Admissions
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