

DATE: December 10, 2009

TO: City Clerk

FROM: 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 December 15, 2009

Item should read as follows: Appointment of David E. Saucedo II to the History Museum Advisory Board by Representative Susie Byrd, District 2.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: History Museum Advisory Board

NOMINATED BY: Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE David E. Saucedo II
(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: Susan Goodman Novick

EXPIRATION DATE OF INCUMBENT: 08/28/2009

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

DATE OF APPOINTMENT: 12/15/2009

EXPIRATION DATE OF NEW APPOINTEE: 12/15/2011

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

David E. Saucedo II

ACCOUNTANCY EXPERIENCE

- *Corporate Tax Accountant*, August 2008 – Present (40 hrs/wk)
HELEN OF TROY, LTD., El Paso, Texas

Tax responsibilities for U.S. operations headquartered in El Paso, Texas with offices and warehouse facilities around the world.
 - Responsible for preparing all state sales and use returns and other federal informational returns / surveys
 - Responsible for addressing and monitoring all state tax issues
 - Assist in the preparation of the federal tax accrual (quarterly and annually)
 - Well-versed and knowledgeable in FASB Interpretation No. 48, *Accounting for Uncertainty in Income Taxes*
- *CPA Candidate Member in Good Standing*, 2007 - Present
 - AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
 - TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
- *Tax Accountant*, January 2008 – July 2008 (40 hrs/wk)
PEÑA BRIONES & COMPANY PC, El Paso, Texas
 - Adherence to the highest degree of professional standards and strictest client confidentiality
 - Prepare tax returns for S corporations, C corporations, partnerships, estates, trusts, not-for-profits, and individuals
 - Research on various tax matters - utilizing tax-related software (CCH)
 - Work closely with senior accountants and managers to effectively resolve client related tax problems
 - Understanding of client operations, processes, and business objectives
 - Attendance of professional development/training sessions (min. 30 hrs/yr)
 - Various job-related duties as necessary
- *Analyst / Tax Specialist*, May 2007 – January 2008 (40 hrs/wk)
ACEVES & ASSOCIATES, CPAs, El Paso, Texas
 - Exceptional articulation and client interface.
 - Highly skilled in technical writing, responsibilities included maintaining corporate detail books – including articles of incorporation, bylaws, annual minutes, IRS filing, and correspondence with the Texas Secretary of State.
 - Submittal of appellate letters to the IRS on behalf of clients.
- *Center Supervisor*, February 2007 – April 2007 (4 hrs/wk)
NOTRE DAME TAX ASSISTANCE PROGRAM, South Bend, Indiana
- Notre Dame Accounting Association, 2005-2007
- Deloitte & Touche National Case Study Seminar, 2005

David E. Saucedo II

(Page 2)

EDUCATION

UNIVERSITY OF NOTRE DAME DU LAC, Notre Dame, Indiana
The Mendoza College of Business

- B.B.A. ACCOUNTANCY, May 2007

TECNOLÓGICO DE MONTERREY, Monterrey, Nuevo León, Mexico

- Certificate of International Business, May 2006

CATHEDRAL HIGH SCHOOL, El Paso, Texas

- Junior and Senior Class President, May 2003

LEADERSHIP POSITIONS

- *Member of the Board, Program Coordinator, Finance Committee*,
November 2007 – Present (1 hr/wk)
BOYS AND GIRLS CLUB OF EL PASO, El Paso, Texas

Planning, trusteeship, resource development, oversight, policy, and evaluation through teamwork and service. Other responsibilities include serving on committees and making financial contributions.

- *Participant*, January 2009 – December 2009 (9 hrs/mo)
LEADERSHIP EL PASO XXXI, El Paso, Texas

Selected to identify, develop, and complete a community project while participating in monthly interactive and educational programs that benefit the city of El Paso.

- *Member*, June 2008 – Present (2hrs/mo)
YOUNG LEADERS SOCIETY OF EL PASO, El Paso, Texas
- *Corporate Chalet Coordinator*, August 2008 – Present (2 hrs/wk)
AMIGO AIRSHO, El Paso, Texas
- *Past Deputy Grand Knight (VP)*, August 2006 – May 2007 (8 hrs/wk)
KNIGHTS OF COLUMBUS Council No. 1477, Notre Dame, Indiana

Organized annual charity event and raised over \$50,000 in the 2006/2007 year.
2003/2005 university representative at National Convention in New Haven, CT

David E. Saucedo II

(Page 3)

- *Humor Co-Editor*, August 2006-December 2006 (2 hrs/wk)
SCHOLASTIC MAGAZINE, University of Notre Dame

Success in managing magazine projects, logistics, and writers with multiple demands and deadlines. Effective collaboration with team members in achieving organizational objectives.

- *Dorm Commissioner*, August 2006 – December 2006 (1 hr/wk)
CARROLL HALL, Notre Dame, Indiana

Organization of 100th Anniversary of Carroll Hall with campus-wide celebratory events.

OTHER EXPERIENCE AND INVOLVEMENT

- *Member*, August 2003 – Present
THE NOTRE DAME CLUB OF EL PASO, El Paso, Texas
- *Member*, July 2008 – Present (.5 hr/wk)
EL PASO ART ASSOCIATION, El Paso, Texas
- *University Representative/Student Caller*, August 2004-May 2007 (8 hrs/wk)
THE DEVELOPMENT CENTER, Notre Dame, Indiana

Results-producing university representative credited with raising over \$186,000.00 in donations. Membership to Century Club Society in recognition of top individual performances.

- *Legal Intern*, May 2006- August 2006 (30 hrs/wk)
LAW OFFICE OF RUDY PEREZ, El Paso, Texas

Responsibilities included, but were not limited to: the reorganization of all files on record; collecting on past-due accounts; opening, reviewing, closing, and updating files; contacting clients; and collecting correspondence

- *English Instructor*, January 2006-May 2006 (3 hrs/wk)
PROGRAMA DE INGLES PARA NORMALISTAS, Monterrey, Mexico

Taught required English course to teachers achieving linguistic certification in Mexico.

- *Varsity Cheerleader*, 2004 – 2005
NOTRE DAME CHEERLEADING, University of Notre Dame

David E. Saucedo II

(Page 4)

- *Security Officer*, June 2005-August 2005 (20 hrs/wk)
IPC CORPORATION INTERNATIONAL, El Paso, TX

Texas Department of Public Safety Licensed Non-Commissioned Security Officer
(Expired June 2007)

- *Legal Assistant*, May 2005- August 2005 (30 hrs/wk)
JUDGE MARIA B. RAMIREZ, MUNICIPAL COURT NO.1, El Paso, Texas
- *Agent Assistant*, May 2004- August 2004 (30 hrs/wk)
DIOCESAN MIGRANT AND REFUGEE SERVICES, El Paso, Texas

VAWA (Violence Against Women's Act) Intake Unit Detail: To record and process testimony of battered immigrant women. Recipient of the 2005 James F. Andrews Scholar Award for work accomplished.

- *Tutor/Mentor*, January 2004-May 2004 (3 hrs/wk)
SOUTH BEND JUVENILE DETENTION CENTER, South Bend, Indiana
- *Food Expediter*, August 2003 – December 2003 (6 hrs/wk)
RECKERS RESTURANT, University of Notre Dame
- *Dish Washer*, May 2003- August 2003 (30 hrs/wk)
GREAT AMERICAN LAND & CATTLE CO., El Paso, Texas

LANGUAGE PROFICIENCY

Fluent in Spanish.

MISCELLANEOUS

Captain - adult basketball team in an intercity competitive league.

REFERENCES

Provided upon request.

BOARDS AND COMMISSIONS
CITY OF EL PASO

Name: David E. Saucedo II District: #2

Home Address: _____

Home Phone: _____

Business Address: _____

Business Phone: _____

Length of Residency in the City of El Paso _____ Birth Date: _____

Educational Background: University of Notre Dame du Lac, The Mendoza College of Business, Notre Dame, Indiana - B.B.A. Accountancy, May 2007. Tecnológico de Monterrey, Monterrey, Nuevo León, Mexico – Certificate of International Business, May 2006. Cathedral High School, May 2003.

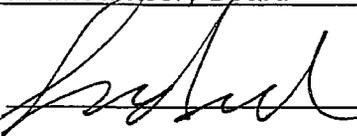
Employment Background: Helen of Troy, Ltd (Corporate Tax Accountant) August 08 – Present. Peña Briones & Company PC (Tax Accountant) January 08 – July 08. Aceves & Associates, CPAs (Analyst/Tax Specialist) May 07 – January 08.

Volunteerism, Organizations, Community Service, Special Qualifications: _____
Boys and Girls Club of El Paso (Board Member, Program Coordinator, Finance Committee) November 2007 – Present. EP Greater Chamber of Commerce Leadership El Paso Class XXXI, Young Leaders Society of El Paso, Knights of Columbus, Notre Dame Club of El Paso, Bank of the West Don Haskins Sun Bowl Invitational committee 2009

References (Names & Phone Numbers): _____ Rep. Steve Ortega (541-4108), Fernie Aceves, CPA (532-8833), Sarah Newman, GECU Sr. VP & General Counsel (778-9221)

Commissions and Boards in which you are particularly interested: _____

History Museum Advisory Board

Signature:  _____

Date: 12/7/09