

DATE: September 27, 2011

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4416

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

Agenda for the Council Meeting of October 4, 2011

Appointment of Armando Armendariz II to the Empowerment Zone Advisory Board by

Item should read as follows: Representative Susie Byrd, District 2.

SPECIAL INSTRUCTIONS: Category: Employee of a For Profit Business – United Bank of El Paso

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Empowerment Zone Advisory Board

NOMINATED BY: Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE Armando Armendariz, II
(Please verify correct spelling of name)

BUSINESS ADDRESS: 401 E. Main

CITY: El Paso ST: TX ZIP: 79901 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: Soledad Muniz

EXPIRATION DATE OF INCUMBENT: 09/04/2009

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

CITY COUNCIL APPROVAL DATE: 10/04/2011

TERM BEGINS ON : 09/04/2011

EXPIRATION DATE OF NEW APPOINTEE: 09/04/2013

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

2nd TERM: _____

UNEXPIRED TERM: _____

Armando Armendariz II

EDUCATION: **ABA Commercial Lending School, March 2011**
Cox School of Business at SMU, Dallas, TX

MBA, Concentration in Finance, December 2007
University of Texas at El Paso (UTEP)

Bachelor of Business Administration in Finance, May 2005
University of Texas at El Paso (UTEP)

RELEVANT COURSES:

Business Finance & Economics, Commercial Bank Management,
Financial Statement Analysis, Financial Accounting, Risk and Sensitivity Analysis, Federal
Income Tax for Partnerships/Corporations

EXPERIENCE:

A.V.P Commercial Lending Officer, May 2009 to Present
United Bank of El Paso del Norte, 401 E. Main Street El Paso, Texas 79901
-Responsible for generating new commercial loan business, evaluating the repayment ability and risk associated with each request and the presentation of loan requests before a 10-member committee, as well as preparing the optimal structure for each request involving secondary source of repayment and/or collateral considerations
-Daily monitoring of existing portfolio past dues and exceptions with intentions of keeping past due notes at 1% of total portfolio
-Assist senior lending officers with portfolios in terms of overall customer service and work out and/or liquidation scenarios

Senior Credit Analyst/Underwriter, October 2006 to May 2009
United Bank of El Paso del Norte, 401 E. Main Street El Paso, Texas 79901
-Responsible for preparation of financial spreads, cash flows, credit request presentations, analysis of financial statements, and all information involved in determining the creditworthiness of small business loan applicants
-Assisted senior lending staff in presentation of loan requests before the bank's loan committee
-Participated in loan operations functions including determining if lending staff maintained proper loan documentation required prior to closing and prior to approving funding and disbursement of loan proceeds

Assistant to Financial Advisor, May 2004 to April 2006
Morgan Stanley, El Paso, Texas
-Assisting Top Producer at the firm in acquiring new clients, maintaining current clients, and researching of individual companies by the use of technical and fundamental analysis

Awards/Memberships:

-Certified Lender Business Banker (CLBB)
-Board Member of Homegrown El Paso 2009- Present
-Treasurer & Vice President of Financial Management Association (FMA) Aug. 2004-Dec. 2005

Special Skills:

-Bilingual: English and Spanish
-Computers- E-mail, Microsoft Word, Excel, type 50 wpm.
-Communication- Writing (Memos, Reports), Speaking in front of an audience
-Teamwork-ability to work well with others and taking a leadership role when in a group
-Self Motivated-ability to set own goals and achieve them