

CLERK'S OFFICE

APPROVED

ANCHORAGE, ALASKA

Date: 9-9-03 AR NO. 2003- 276

A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING
GUADALUPE MARROQUIN AS ELECTION COORDINATOR

WHEREAS, the Office of the Municipal Clerk supervises municipal elections; and

WHEREAS, since May, 2003 the position of Elections Coordinator has been vacant;
and

WHEREAS, an extensive search and interview process has just been completed;
and


WHEREAS, Guadalupe Marroquin has been selected, based on her impressive
employment experience with the State of Alaska, her participation in Leadership
Anchorage and her many community involvements.

NOW, THEREFORE, the Anchorage Assembly resolves:


Section 1: That Guadalupe Marroquin is appointed as Elections Coordinator.

Section 2: That this resolution shall be effective upon passage and approval.

PASSED AND APPROVED by the Anchorage Assembly this 9th day of
September, 2003.


Chair

ATTEST:


Municipal Clerk

Guadalupe Marroquin

6300 Bubbling Brook Circle • Anchorage, AK 99516-1895 • Home 338-9448 • Work 269-0838

EXPERIENCE AND SKILL SUMMARY

- 18 ½ years Supervision and Personnel Management.
- 22 years Accounting, Budget Analysis, Payroll Processing.
- 2 years Financial Statement Analysis of Health Care Facilities.
- 2 years Medicare Application Caseload Management.
- 2 years Medicaid Third Party Liability Claims Management.
- 24 years Accounting and Medical Claims Database Usage.
- Proficient with Microsoft Word, EXCEL, Email and Internet Software.

EMPLOYMENT EXPERIENCE

Accounting Supervisor I, State of Alaska, DOT&PF. July 1988 to Present.

Supervised Accounts Payable (13 years) and Accounts Receivable (2 years.) High volume workload on regular deadlines. Supervise 5 staff. Multi-task responsibilities from department level to Governor's Office. Process average \$43,611,266.00 and 3,275 invoices vendor payments per month, April 2002 – March 2003. Performance results described as "cutting edge, nationwide" by former DOT&PF Commissioner Joseph Perkins.

Project Assistant, State of Alaska, DHSS - Div. of Medical Assistance. August 1986 to July 1988.

Coordinated Medicare Part B Buy-In Program. Managed program caseloads for elderly and disabled clients from various ethnic groups to complete Medicare Part B applications. Involved processing third party claims to reduce State of Alaska General Fund program expenditures.

Program Budget Analyst III, State of Alaska, DHSS - Medicaid Rate Commission. August 1984 to July 1986.

Reviewed budgets of hospital and long-term care facilities. Established prospective Medicaid rates as mandated by Code of Federal Regulations and Alaska Administrative Code. Presented analyses to Commission, including coordination of department and providers' communications.

Accounting Technician I, State of Alaska, DHSS - Div. of Medical Assistance, Third Party Recovery. January 1982 to July 1986.

Recovered Medicaid costs from third party resources. Investigated trauma related claims, which included coordination of recipient, legal, insurance and accident report data. Initiated claims and managed to resolution. Assigned as team member to evaluate and implement the Medicaid Management Information System. System resulted in maximum Medicaid reimbursements to DHSS from Federal Financial Participation.

Accounting Technician I, State of Alaska, DHSS - Div. of Administrative Services, Personnel. March 1978 to January 1982.

Responsible Payroll Supervisor for all payroll and leave functions in DHSS Central Region. Processed high-volume, bi-monthly payroll (approximately 1,100 DHSS employees) in accordance with five state employee bargaining unit contracts and personnel rules.

EDUCATION

Alaska Humanities Forum. Leadership Anchorage, 2003.

University of Alaska, Continuing Education. Public Management, Accounting, Education, Music, 1980-2003.

Alaska Business College. Accounting and Business Law, 1978.

Alpena Community College. Algebra and Business Math, 1974.

Central Michigan University. Music Education, 1973.

INTERESTS:

Family, Community Volunteerism, Triathlon, Music, Kayaking, Fishing, Hiking.

PROFESSIONAL REFERENCES

Position Supervisor

Lee Ellenburg, Accounting Supervisor II
DOT&PF, Headquarters – Finance
269-0719

David Rose, CEO & Founder
Alaska Permanent Capital Management Company
272-7575

Barbara Brown, Director
Leadership Anchorage
Alaska Humanities Forum
272-5324

PROJECT REFERENCES

Carla Beam, Associate Director of External Affairs
BP Exploration (AK) Inc.
743-4276

Fr. Michael Oleksa
333-9723

ENGINEERING MANAGEMENT REFERENCES

Judy Dougherty, P.E.
DOT&PF
269-0566

Meriam Tanaka, P.E.
DOT&PF
269-0546

Therese Stokes, P.E.
DOT&PF
269-0592

Joleen Hankins, Administrative Manager
DOT&PF, Maintenance and Operations
269-0758

Lili Jankowski, Administrative Manager
DOT&PF, Facilities Maintenance
269-5984