

Presentation of Qualifications

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OBJECTIVE

The position of Tax Assessor-Collector for the County of Webb and to utilize my 25 years of tax collection, banking, finance and computer software experience.

Summary of Qualifications Experience

- 25 years of experience in Property Tax Collection
 - 24 years using EZ tax software (the software Webb County currently uses for Tax Collection)
 - 14 years as Tax Assessor-Collector
 - Improved the efficiency and accountability of the tax office through office procedures and computer program enhancements.
 - Reorganized the mailing of the tax statements to save man power, time and postage expenses for the district
 - Reorganized the Records Management department of the District and implemented scanning of district records.
 - Handled the Board Member Elections for United I.S.D.
 - 16 years in banking and finance.
 - Speak, read, and write Spanish
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Strengths

Extremely well organized...compulsive need to bring work place to highest peak of efficiency...leader...loves numbers and the order of perfect balance...outstanding customer service...quick learner and keeps current with legal and legislative requirements...clarifies problems and designs solutions.

Employment History

Tax Assessor-Collector,

United Independent School District, Laredo, TX. (Along with being the Tax Assessor-Collector I also had the additional titles of Records Management officer, Mail room Supervisor and Elections Officer). Responsible for collecting the district's current and delinquent tax roll. Assure that we met and exceeded the current year budget. Coordinate with Delinquent Tax Attorneys to assure that lawsuits and bankruptcy proof of claims was filed. To make sure that procedures were in place to assure that the tax office had accountability for all incoming funds. Calculated the Effective and Roll back rates for the District each year and published required ads in the newspaper. Was responsible for a tax office budget of over one million dollars (which included the payments to the Appraisal district). Reported to the Board each month on collections and any other items that needed board approval or information that the board requested. Also made sure that all mailouts were using the best rate to save money for the district. Made sure that

the Records Management department was following State regulations. Assisted in implementing the district going paperless on student records. Handled the Board Member Elections and the Canvassing of same.
2002-2016

Chief Deputy

United Independent School District, Laredo, TX. Began as a part time clerk and worked my way up to Chief Deputy. I was responsible for the day to day operation of the tax office. Making sure that the deposits were made daily and that all the monies in the tax office were accounted for. Made sure that the office was in balance to the finance department and that the checking account was reconciled monthly. Made sure that all payments were processed daily, and all correspondence was addressed. Maintained the servers for the Tax Office and Records Management department.
1990 – 2002

Administrative Asst.
to Human Resource
Director

American Bank & Trust , Shreveport, LA. Handled the posting of positions, reviewed all applications for employment. Prepared payroll and submitted necessary reports Implemented teller training and wrote the training manual.
1987- 1989

Bank Departments

Union National Bank, Laredo, TX. Began as Teller then transferred to General ledger department as a clerk then promoted to Asst. supervisor and handled the reconciliation of the Due to Banks. Promoted to Supervisor. Transferred to International department and supervised the operation of wire transfers and correspondence with foreign banks. Transferred to Bookkeeping department as Supervisor and was responsible for the collector, mail clerk switch board, customer service and the ATM machines. Crossed trained up to 50 employees to greatly improve scheduling. Was then promoted to Customer Service Officer.
1979 – 1986

Education

Robert E. Lee High School, Houston, TX. Graduated, 1969
University of St Thomas, Houston, TX Business courses
Laredo Community College, Laredo, TX Accounting courses

Certification

RTA – Registered Texas Assessor-Collector
CSTA Certified School Tax Assessor-Collector
CTA – Certified Tax Administrator

Association

Texas School Assessor's Association Served as president in 1997 and 2004