

RESUME

Name : Raimo C. Muguerra
Address : 919 Stewart Drive, Dallas, Texas 75208
Occupation: Postal Regional Cost Analyst and License Real Estate Broker
Age : 45 Date of Birth : March 25, 1921
Place of Birth: Bishop, Texas Social Security No: 460-10-0012
Height : 5' 11" Weight : 195
Marital Status: Married Wife Name: Agatha Schloesser Muguerra
Children : 5 Ages 1 1/2, 6, 13, 18, 20.

Military Service

From Mar. 25, 1943 to Nov. 12, 1946 Br. of Service: Army Service No: 3457217
From Nov. 12, 1946 to Dec. 07, 1947 Br. of Service: Civilian--(State Department)
H. C. U. in Charge of 3rd Division Post Office --(Army Status)

Superintendent Branch Post Office: A.P.O. 757, Hecht, Germany (Civilian Status)
H. C. U. in Charge of 3rd Division Post Office:
Duties: Administratively responsible to Postal Officer A.P.O. 3 and A.P.O. 757
Served as Liaison Officer between P. O. and Military Government in the hiring and interviewing of civilian nationals in the Army Post Office and other agencies.
Served as overall assistant to Postal Officer, in directing the operation of the 3rd Army Division Post Office including distribution, delivery and dispatch of mail and all required window services to all Military personnel. Plan and supervised 60 employees of which 40 employees were of mixed foreign races.
Served as interpreter to Postal Officer in using the foreign manpower to our advantage in the movement of the mails. Plan and supervised the distribution of incoming and outgoing mails. Supervised window services, including the sales of stamps and stamped paper, money orders, registry, insurance and the safeguarding of same. Trained new foreign employees in the handling and moving of the mails. Requisition supplies and equipment for the Army Post Office.
Assumed the responsibilities of Postal Officer in the absence and while he was on TDY in the United States.
Supt of Branch Post Office A.P.O. 757:
Duties: Same as above only in a civilian status.

Civilian Occupation

From April 1942 to Present, except for period of Army Military Service

Accountant Supervisor
Regional Cost Analyst

Special School Attended: Adjutant General School , Indianapolis, Indiana
International Accountant School, Chicago, Illinois

Present Military Status: Administrative Officer in Military Reserves

EDUCATION

High School: Completed Certificate: Diploma

College: Del Mar College
University of Corpus Christi, Degree: Bachelor of Business Administration

Undergraduates: Business Law, Personnel Management, Corporation Finance
Business Statistics

Graduates : Personnel Management, Public Relation

Other: Cabinet Making Military: Civil Affairs & Military Gov't
License Real Estate Broker Adjutant General School
Notary Public

Membership, Civic Organizations: American GI Forum of the United States
League of United Latin American Citizens

Other: : National Association of Postal Supervisors
National Postal Union Clerks Organization
International Accountants

Leisure time activities: Reading
Tennis, Football, Baseball
Fishing and Boating

Officer's Standing in following Organizations:

American GI Forum - District III - Vice Chairman
National Association of Postal Supervisors - Secretary-Treasurer
P. O. Credit Union - Chairman & Secretary
(Supervisory Committee)
L.U.L.A.C. - Member

Regional Costs Analyst: U.S. Post Office Dept., Regional Office

DUTIES AND RESPONSIBILITIES:

1. Makes analytical review of records and reports of the several thousand post offices and other installations within the regional area.
2. Prepares schedules, statements, and reports based on the analysis concerning the distribution of costs allocable to post offices and postal transportation units.
3. Undertakes the development and completion of work performance standards data compiled by large post offices within the region.
4. Analysis and evaluates cost data on the various functions of postal installations, such as mail-handling, window service, collection and delivery services within post offices, mail distribution in transit and transportation services, utilization and maintenance of buildings, equipment, and other postal facilities.
5. Prepares cost analysis reports, recommending revisions in use of manpower, equipment, and transportation.
6. Develops and applies procedures for examining, reviewing, controlling, and determining discrepancies in cost reports in assigned phases of the cost analysis program within a region.

ORGANIZATIONAL RELATIONSHIPS.

Reports to the regional costs officer or other designated supervisor.

Sept. 15, 1966

ITEM 19 DUTIES AND RESPONSIBILITIES

1. Supervise the preparation of, or personally prepares, daily, accounting period and other periodic or special reports reflecting the financial operation of the Corpus Christi, Texas, Post Office. Prepares the daily financial reports, balances accounts, and investigates question items in subsidiary documents or accounts. Contacts Station Superintendents, window service supervisors and others involved in financial reporting to resolve problems which arise. Performs similar action on accounting period reports and other periodic or special financial reports.

2. Supervises or personally controls and maintains accounting records reflecting remittances, money order transactions and other financial transactions of stations and branches. Maintains and verifies records of box rents, patron meters, post office meters, advance deposits, postal savings and similar receipts items. Maintains stamp requisition records.

3. Reviews incoming bills and prepares miscellaneous disbursement checks. Directs the maintenance of uniform allowance records and reviews bills prior to certification for reimbursement. On questionable items recommends approval or disapproval to Chief Accountant.

4. Supervise and or personally reviews time cards prior to submission to the Regional Director, Postal Data Center, to insure proper time reporting and cross footing of hours. Answers employee questions concerning possible errors in time reporting on overpayments and underpayments. Corresponds with the Director's Postal Data Center Office to resolve pay and time reporting disagreements. Keeps time clerks advised of proper time reporting procedures and changes in procedures.

5. Assists the Chief Accountant in the gathering and compilation of WMS data the analysis of this data and the preparation of related reports.

6. Performs other accounting and reporting duties as assigned by the Chief Accountants.

7. Prepare Forms and make disbursement for Postal Technician or act in his capacity while performing duties of same for the Ass't Postmaster.

8. Help Finance Examiner in the checking of stamp stock in the Main Post Office, Classified Station and Contract Stations.

9. Perform also other duties the Ass't Postmaster may direct.

Raime G. Muguerza BBA
442 Clifford St.
Corpus Christi, Texas 78404