



Please return completed application to: Karen Thompson, City Secretary 100 East Main Street, Suite 300 P.O. Box 589 (78691) Pflugerville, TX 78660 via fax 990-4364 citysecretary@cityofpflugerville.com

APPLICATION FOR APPOINTMENT TO CITY OF PFLUGERVILLE COMMITTEES

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

The City of Pflugerville encourages its citizens to express their thoughts, volunteer their time and talents, and to actively participate in their local government. Citizens who are interested in volunteering to serve on a committee are encouraged to attend a meeting of the committee of interest and to make an application for appointment. Candidates for appointment to the Finance and Budget Committee must be registered voters of the City and to the extent possible, shall be finance professionals such as accountants, Certified Public Accountants, auditors, or have equivalent experience. No residency requirements exist for members of the Downtown Planning Committee or Keep Pflugerville Beautiful Committee. All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file until the next application period.

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE:

- () Downtown Planning Committee
(X) Finance and Budget Committee
() Keep Pflugerville Beautiful Committee

Name: Nicole Ward Telephone: 512-
Residential Address: 12000 Brophy Dr.
E-mail Address: Alternate Telephone: 512

Have you attended a meeting of the committee of interest? [] Yes [X] No

Resident of the City of Pflugerville for 26 years.
Are you are a registered voter of the City of Pflugerville? [X] Yes [] No Voter Registration No. 1140459774

Please provide a statement expressing your interest in serving on the specified committee, and describe the experience and background you have that you feel would be useful as a committee member.

I am interested in volunteering as a member of the finance and budget committee. I have worked in the accounting area my entire career. I understand finance and would like to give my time to helping the city. (Please use additional sheets as necessary. A cover letter and/or resume may also be attached)

By signing this application, I hereby affirm that I am aware of the requirements for the position(s) and certify that I meet those requirements.

Applicant Signature: [Signature] Date: 9-16-10

Nicole E. Ward

Objective To advance my information management and problem solving skills primarily through providing system users with continuous support in their analysis, design and implementation of applications.

Computer Skills

- Expertise in Database Administration
- Proficient in Syteline/ Symix ERP software
- Field Service Plus for Syteline
- CRM by MAPICS
- IcomXpress Workflow
- SQL Server 2000, 2005 and 2008
- Microsoft Office Suite
- Microsoft 2000 and 2003 Server and Active Directory,
- Microsoft Exchange
- Kronos Time and Attendance Software
- Crystal Reporting
- Accomplished in several report writing applications including Progress Results and IEV
- Dameware Utilities
- Knowledgeable in Progress and Syteline database applications, including field schemas, and database layout.
- Skilled in application installation, upgrades, and system maintenance.

Education Austin Community College, Austin, Texas;
Working toward BS in Mathematics

Employment

April 2010 BTA Systems
to Present **Programmer Scheduler/Planner**

- Assist clients with issues/questions regarding their ERP/Finance software.
- Schedule programming work, coordinate needs of the client and workload of individual programmers.
- Test all programming work for quality before delivery to client.

2001 to 2010 Active Power – Austin, Texas
Applications Analyst III

- Assistant database administrator for Syteline ERP system, including upgrades, support, and security issues.
- Primary support and trainer for all Syteline ERP functional issues for approximately 50 users.
- Assisted with installation, testing, and deployment of new Syteline 7 product.
- Worked with accounting department to take ERP systems from single site to 14 database multisite environment.
- Responsible for installation, maintenance, training and support of Kronos Workforce Central Time and Attendance application for 60 users.
- Responsible for installation, maintenance, training and support of MAPICS CRM database for 40 users worldwide in a replicated SQL Server environment.
- Managed roll out of Lexign Workflow Product, streamlining and automating every day business processes. Responsible for installing application, piloting process, and training. Integral partner with all organizations to implement automated business processes. Liaison among multiple departments utilizing application.
- Responsible for extracting and importing data from disparate applications, and integrating information from multiple applications to fulfill reporting requirements.

- Active support representative for the IT department in all functional areas.
- Responsible for all Sarbanes Oxley application controls, including audit and documentation of all access and program changes in Syteline ERP system.
- Responsible for patch management in Syteline ERP
- Responsible for support and training for Field Service Plus module.

1998 to 2001 Texwood Furniture, Ltd.-Taylor, Texas
Accounting Manager/Information Systems Manager

- Managed computer network, supported and maintained all user account information. Installed and maintained all releases, upgrades, and patches on both the server and client level. Supported and administered the manufacturing and accounting database software.
- Provided support and training as needed for all users of Syteline ERP software, as well as products from the Microsoft suite and network access.
- Maintained, analyzed, built and repaired computer systems, hardware and computer peripherals.
- Maintained and supported the LAN and developed a plan for its growth.
- Wrote reports and collected data for analysis by accounting and other departments as required.
- Managed contracts with consultants, technical personnel, and vendors for services and products.
- Responsible for accounts payable function
- Responsible for accounts receivable of \$12M company.
- Managed all general ledger functions.
- Managed and developed all control functions of the accounting department.
- Collected data and prepared all federal and state employment tax returns and local sales tax returns.

1997 - 1998 C. Daniel Roberts & Associates-Austin, Texas
Legal Secretary

- Responsible for preparing all legal correspondence and pleadings. Prepared and audited records and files of bankruptcy filers. Responsible for training new employees on computer systems and programs.

1994 - 1997 Texas Association of School Administrators-Austin, Texas
Administrative Secretary/Accounting Assistant

- Created and maintained databases for membership, workshop registration/attendance and conference participants. Provided extensive secretarial support to associate executive director of professional organization. Prepared correspondence, publications, and calendars for public school districts.
- Assisted the accountant with all functions of the department including, accounts payable and receivable, reconciliation of accounts, general ledger posting, payroll, and benefits administration.

References Provided Upon Request