

DATE: March 22, 2016

TO: City Clerk

FROM: City Representative Carl L. Robinson

ADDRESS: 300 N. Campbell Street TELEPHONE (915) 212-1016

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

Agenda for the Council Meeting of April 5, 2016

Item should read as follows: Appointment of Lori L. Vugteveen to the City Accessibility Advisory Committee

SPECIAL

INSTRUCTIONS:

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Accessibility Advisory Committee

NOMINATED BY: Representative Robinson DISTRICT: #4

NAME OF APPOINTEE Lori L. Vugteveen  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: \_\_\_\_ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Billie Brown

EXPIRATION DATE OF INCUMBENT: 6/22/2014

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: April 5, 2016

TERM BEGINS ON : 6/23/2014

EXPIRATION DATE OF NEW APPOINTEE: 6/22/2016

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

## **LORI L. VUGTEVEEN**

### **OBJECTIVE**

To secure a position in the Administrative/Accounting field with an organization, which requires a motivated, experienced, above-average person, and where individual performance and achievements are recognized, thereby allowing opportunities for growth and development.

### **SYNOPSIS OF QUALIFICATIONS**

#### **Administrative**

- Skilled in operating modern office equipment, including: IBM and compatible PC's and all peripheral equipment; electronic calculator; copy and fax machines; etc.
- Prepare a variety of correspondence and office documents using appropriate computer software packages. All done in accordance with required format, form, and style.
- Excellent records management skills; maintain filing systems in accordance with prescribed filing requirements.
- Screen, sort, and distribute incoming correspondence; handle heavy phone volume, answer inquiries or redirect calls.
- Ability to interpret policies, regulations, guidelines, and procedures.

#### **Other**

- Skilled at analyzing work flow and procedures and establishing new procedures to affect cost and time-savings.
- Experienced at supervising and training other employees.

### **EDUCATION AND TRAINING**

Dec 1989 to Feb 1991	<b>International Business College</b> <i>Administrative/Clerical</i>	El Paso, TX
	<ul style="list-style-type: none"><li>• Mastered a variety of administrative and clerical skills.</li></ul>	
1970 to 1974	<b>Eastwood High School</b> <i>Diploma (General Academics)</i>	El Paso, TX

### **SKILLS**

Typing – Tested at 59 wpm ◊ 10-Key by Touch at 300 keystrokes per minute ◊ Knowledgeable in use of MS Word, Excel, Open Office, AS-400 Terminal, Platinum for Windows, and Winbyte, Real World, Knowledgeable in use of Lotus 1-2-3 '97, Wordpro '97, QuatroPro.

### **EMPLOYMENT HISTORY**

Sept. 2003 to Nov. 2004	<b>Carpets West</b> <i>Accounting Clerk</i>	El Paso, TX
June 2003 to Sept. 2003	<b>Accountemps – (contract to Ramsey Steel)</b> <i>Accounts Payable/Billing Clerk/Administrative Assistant</i>	El Paso, TX
Apr 1997 to May 2003	<b>International Garment Processors, Inc.</b> <i>Accounts Payable Clerk/Payroll Administrator</i>	El Paso, TX

- Experienced in maintaining Accounts Payable, via three-way matching process.
- Research vendor discrepancies and provide resolution in a prompt and efficient manner. Experienced in maintaining Payroll, to include scheduled ACH deposits for payroll taxes and scheduled quarterly tax reports; as well as other required payroll duties and providing employee assistance in inquiries.

- Maintained time clock reports on a daily and weekly basis. Provided all Managers with necessary reports for payroll approval.
- Verified system generated vouchers for accuracy based on total hours, FICA and Medicare confirmed as calculating correctly via downloads to Excel.
- Assisted with audits in providing necessary reports, copies, and figures.
- Reconciled Accounts Payable and Payroll checks to bank statements. Made necessary general ledger adjustments accordingly.
- Assisted Controller with various general ledger account reconciliation on a monthly or quarterly basis.
- Audited Cafeteria sales and generated necessary general ledger entry as well as monthly sales use tax report to the State Comptroller.
- Experienced at maintaining petty cash, to include retrieving necessary receipts and expense reports.

Feb 1990 to  
Mar 1997

**Petro Stopping Centers (Corporate Office)**  
*Credit/Cash Application Clerk*

El Paso, TX

- Experienced in maintaining Accounts Receivable, to include billing and credit collections.
- Provide customers with copies of invoices and receipts as requested; resolve customer-billing errors through reconciliation.
- Assist on offering cost-plus programs to preferred customers.

Nov 1985 to  
Oct 1989

**Texas National Bank**  
*Proof Clerk/Research Analyst*

El Paso, TX

- Balance, encode, and endorse customer deposits and checks; prepare cash letter to affiliate banks.
- Research cash letter discrepancies and deposit discrepancies; reconcile interdepartmental errors.

Mar 1975 to  
Nov 1985

**Texas Commerce Bank**  
*Proof Clerk*

El Paso, TX

- Balance, encode, and endorse customer deposits and checks; prepare cash letter to affiliate banks.

### **HIGHLIGHTS OF PERSONAL STRENGTHS**

- ✓ Superior professionalism in all aspects – demeanor, attitude, and experience.
- ✓ Unsurpassed professional and personal ethics.
- ✓ Accepts ultimate responsibility for customer/client satisfaction.
- ✓ Foresight to prioritize workload to meet deadlines.
- ✓ Ability to plan, develop, and implement policies and procedures.
- ✓ Thorough, accurate, and well organized in completing projects.
- ✓ Articulate and persuasive in written and verbal presentations.
- ✓ Quick study – ability to rapidly learn new techniques and procedures.
- ✓ Detail oriented, analytical; able to maintain a balanced, objective viewpoint in addressing problems.
- ✓ Stamina and know-how to undertake the most challenging situations.

### **ADDENDUM**

I am accustomed to accepting responsibility, and am capable of working with people at all levels. Have the ability to work independently or as a team member. My training and work experience has allowed me to develop excellent interpersonal, organizational, and communication skills. My personal philosophy is that a job well done is a reflection of personal pride. I have a professional attitude, a good sense of humor, and a personal dedication to being the best at what I do.