

Sheri Adams  
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August 31, 2017

Teri Grant  
Board Secretary  
San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, CA 95746

Dear Ms. Grant,

While reading through one of my emails last week I came across a Notice of Vacancy explaining that your agency has an opening for a member on the San Juan Water District Board of Directors. I am writing to request that my application be considered for this position.

I have worked exclusively within the utilities field for the past 17 years, and in that time, have worked in a wide variety of positions that I feel might benefit your agency. I am experienced in accounting including finance and budgeting. I am experience with utility assets, asset management and work management systems. I have been instrumental in bringing new and emerging technology into our business processes and am currently Project Manager for the City of Sacramento's AMI installation project. I believe my background will be an asset to the district.

As a team leader, I am proud of my problem-solving skills. I firmly believe in the integrity and professionalism of my work and strive to ensure that every aspect of what I do also upholds the values, mission, vision and goals of the agency for which I represent.

I will call you on September 1st to confirm receipt of my application. Please contact me by phone (916) 955-2136 or e-mail, [sheria10z@gmail.com](mailto:sheria10z@gmail.com) if you believed, like I do, that I am qualified for the position.

Thank you for your time in considering my qualifications.

Sincerely,

*Sheri Adams*

Sheri Adams

# SHERI ADAMS

6000 Overwood Ct,  
Orangevale, CA 95662

916-955-2136

[Sadams@cityofsacramento.org](mailto:Sadams@cityofsacramento.org)

[Sheria10z@gmail.com](mailto:Sheria10z@gmail.com)

## Objective

To obtain a seat on the San Juan Water District Board that serves the community and utilizes skills learned from education and work.

## Experience

February 27, 2010–Present City of Sacramento, Utilities Sacramento, CA

### Program Specialist

Project Manager on AMI smart meter Project. Coordinated and managed the installation of meter endpoints and gateways to capture water meter reads electronically. Implemented Mobile Reading software for our meter reading group. Project manager for selecting and implementation of Customer Portal Site. Project manager on Cityworks upgrade, planned and trained staff on Cityworks changes. Designed, and worked as lead on developing MC CMMS Time sheet Manager, a time card interface with the City's payroll system. Development of Asset Management and MC CMMS Plant Services work order system. Audit Warehouse and Warehouse Procedures. Maintain data and upgrade for IntelliTrack check in – check out software for use in the tool room operations. Develop scenarios and data for analyzing effects of Layoffs and measure B. Billing for Camp Sac, Parks, inter-fund transfers. Analyze and prepare Plant Services budget. Supervised a Program Analyst and Admin Analyst.

May 14, 2007–February 27, 2010 City of Sacramento, Utilities Sacramento, CA

### Program Analyst

Researched, modified and uploaded data for the department's new Train track training Database. Upload and input data and create policy and procedure for using the Divisions CMMS Plant Services work order system. Set up and maintain data for IntelliTrack Check in- Check out software for use in the tool room operations. Set up accounting system in CMMS and new warehouse procedures based on warehousing standards. Developed Barcoding System for Tool Room and Warehouse. Prepare budget documents and analyze budget for midyear and next year budgets. Prepare billing for outside agencies. Create reports in CMMS to extract data used in billing. Train staff to use CMMS and train track. Prepare loaded rates yearly for staff hour rate to upload in CMMS. Prepare analysis on Equipment rates to upload. Prepare analysis on budget prep. Calculated efficiency savings.

April 15, 2006–May 13, 2007 City of Sacramento, Utilities Sacramento, CA

### Admin Analyst

Worked on eCaps Project/grants module committee. Prepared Surveys and gathered information for outside agencies. Posted Consultant agreements and non-Professional services agreements over \$25,000 on the Bid Line. Supervised four Accounting Technicians. Prepared monthly and midyear projections and analysis for Water Fund. Entered and updated fees in the Citywide Fees Database. Prepared the Fee analysis for Water Taps, Meters, and other miscellaneous fees. Database Administrator for the PETS Access database. Extract data for reports using Focus, Access and Web Focus. Worked on eCaps Project/Grants Module committee.

June 27, 2005–April 15, 2006 City of Sacramento, Utilities Sacramento, CA

### Program/Admin Analyst OOC

Worked Out-of-class as an Admin Analyst for the Department of Utilities from Nov 12, 2005 to April 15, 2006. Worked on midyear projections and analysis for Water Fund and Solid Waste Fund. Prepared Trend analysis for Department during midyear and prepared Final Trend Analysis for Budget. Worked on Solid Waste 218 notification. Worked with Clerks office to modify CSS fee resolution and prepared invoices. Analyzed and prepared Fee analysis report and fee increases/decreases for Water Miscellaneous fees. Request CIS reports and work with CIS IT staff to produce reports needed from CIS for department. Prepared Temporary Janitorial Contract for Admin Building. Prepared a Holiday Credit Accrued analysis for Field Services.

Worked Out-of-class as a Program Analyst on the CIS Project from June 27, 2005 through November 11, 2005 doing Data Mitigation. Prepared the Data Mitigation plan and report, identified data cleanup needs and formulated plan to clean data in a timely manner. Worked through Go-Live to implement data mitigation and monitor progress.

# SHERI ADAMS

1999–2005 City of Sacramento, Utilities

Sacramento, CA

## Senior Accounting Technician

Data Base Administrator for the Accounting Database PETS. Streamlined accounting process to increase efficiency, Supervise and train accounting staff. Audit and adjust budgets for the 248 fund portion of the CIP program, Invoice Cost Share Co-Permittees for the Storm Water Program, process EB's, RB's, PV's, MRR's, Invoices', and Requisitions. Prepared Council Reports for Supplemental Agreements and Prepared Resolution and council items for Council action. Developed tracking database for Consultant Services Agreements.

1997–1999 City of Sacramento, Payroll

Sacramento, CA

## Accounting Technician

Process payroll for the City of Sacramento. Sent Payroll tax EFT transfer to the State of California. Adjusted payroll taxes and Family Court deductions on employee checks. Maintain OCR software.

1991–1997 City of Sacramento, Marina & History Museum Sacramento, CA

## Account Clerk II

Prepared bank deposits and cash receipts. Monthly billing to marina patrons for slip rentals. Prepared Financial reports to Marina staff and Accounting and Collections. Maintain and Modify CIS software for Marina Billing. Prepared 5-year revenue projections for History Museum. Developed inventory procedures for Museum and Marina store. Prepared payroll, sales tax submission, receivables and payables for Non-Profit. Automated accounting practices and streamlined City accounting practices. Prepared Bank reconciliation, Financial reports and filed Quarterly taxes. Supervised Cashiering staff.

## Education

2003 – 2006 California State University Sacramento

Sacramento, CA.

- Received a BS in Accounting Information System.
- Courses taken – Government and Nonprofit Accounting, Cost Accounting, Intermediate Accounting, Database Management, Business Finance, Operations Management, MGMT of Contemporary Orgs, Accounting Info Systems, Advanced OO Programming (Visual Basic.net), Business Communications, Computer Info Systems for Managers, Marketing, Data Analysis for Managers, Legal Environment of Business, Strategic Management, and Enterprise E Commerce Accounting Models.

2001–2002 Sacramento City College

Sacramento, CA

- A.A., Business Administration
- Graduated Phi Theta Kappa.

1986 Certificate from Barclay College in Automated Accounting with courses in Computer Programming & Design.

## Computer Skills

PeopleSoft, Web Focus, Advantage Financial, Visio, PowerPoint, Visual Basic.net, SQL, Oracle, Excel, Word, Access, Dbase IV, File Maker Pro, Solaris, Unix, Windows XP, NT, 2000, 1997 and many other individual programs.

## Committees

Employee communication committee chair, Employee Recognition Committee and the City's Picnic Committee. Sat as Chair on the Grand Jury's Education Committee.