

## **Finance and Audit Committee Applicants**

**Caroline Hopkins**

**Christina Sanchez**

**Dennis Garcia**

**David Vanderpool**

## Nicole Wheelwright

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, November 16, 2021 10:53 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Finance & Audit Committee Appointment 2021

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Finance & Audit Committee Appointment 2021

Applications to fill the vacant seats of the City of Beaumont Finance & Audit Committee will be accepted through Tuesday, November 30, 2021, at 5:00 p.m.

Selection process will be held during the City Council Meeting of December 7, 2021, at 6:00 p.m.

First Name	Caroline
Last Name	Hopkins
Primary Phone	
Alternate Phone	<i>Field not completed.</i>
Home Address	945 Palm Ave
Address 2	<i>Field not completed.</i>
Email	
Occupation/Profession	IT Systems Administrator
Employer Name	Mountain View Surgery Center
Are you 18 year of age or older?	Yes
Do you reside in the City of Beaumont?	Yes
Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as	No

a Finance & Audit  
Committee member?

---

If you answer "Yes", please  
explain

N/A

---

Qualifications - Briefly state  
your qualifications,  
including any education,  
skill, or background related  
to finance & audit functions

I worked at Prospect Financial Solutions in Yucaipa as a bookkeeper, payroll clerk, and general staff accountant from 2012 to 2017. After completing my Bachelor's Degree in Computer Science at CSUSB in 2017, I changed careers for a position that was more aligned with my field of study, however, I still enjoy accounting and am fairly familiar with accounting practices and principles. Previously, I was elected Treasurer of my former church's (Hope PRC in Redlands) Young People's Society around 2009, a charge that involved collecting dues from the other members, counting and depositing money from our fundraisers, and making sure we paid our fees to our governing body.

---

Additional Information

---

Resume

[Caroline Hopkins.pdf](#)

---

Additional Information

*Field not completed.*

---

Email not displaying correctly? [View it in your browser.](#)

# Caroline Hopkins

## Contact

Beaumont, CA 92223

## Education

**California State University,  
San Bernardino**

**GPA: 3.7**

B.S., Computer Science, 2017

**Crafton Hills College**

Yucaipa, CA

**GPA: 3.7**

A.S., Multiple Sciences, 2015

## Key Skills

- + PHP application development
- + Microsoft Visual Basic for Applications programming
- +SQL programming/database administration
- + Microsoft Access, Excel, PowerPoint, and Word
- +Payroll and bookkeeping

## Objective

Diligent professional with 5+ years of experience and a proven knowledge of application development, troubleshooting, and database administration. Aiming to leverage my skills to successfully fill the role at your company.

## Experience

*Dec 2017 - present*

### **System Administrator • Mt. View Surgery Center**

Maintain, update, and query MySQL database.

Write, test, and deploy changes to custom EHR software.

Maintain, upgrade, and repair computer systems in procedure rooms and medical office.

Monitor network, recommend infrastructure upgrades to facility administrator, schedule network repairs and upgrades as needed.

Oversee data backups and disaster recovery operations.

*May 2012 – April 2017*

### **Staff Accountant • Prospect Financial Solutions**

Maintained clients' monthly bookkeeping in Quickbooks.

Processed clients' payroll and quarterly/annual payroll tax forms.

Assisted tax preparers by completing and sending various forms.

Performed office administration and receptionist duties when necessary.

## References

Available upon request

## Nicole Wheelwright

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, November 21, 2021 11:29 PM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Finance & Audit Committee Appointment 2021

### Finance & Audit Committee Appointment 2021

Applications to fill the vacant seats of the City of Beaumont Finance & Audit Committee will be accepted through Tuesday, November 30, 2021, at 5:00 p.m.

Selection process will be held during the City Council Meeting of December 7, 2021, at 6:00 p.m.

First Name	Christina
Last Name	Sanchez
Primary Phone	
Alternate Phone	<i>Field not completed.</i>
Home Address	
Address 2	<i>Field not completed.</i>
Email	
Occupation/Profession	Financial Analyst
Employer Name	The Wildlands Conservancy
Are you 18 year of age or older?	Yes
Do you reside in the City of Beaumont?	Yes
<b>Questions</b>	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as a Finance & Audit Committee member?	No

# CHRISTINA SANCHEZ

Beaumont, CA 92223

---

Growth-focused professional, with strong history of achieving both financial and non-financial business goals that support operations. Strong leader with calm presence, excellent attention to detail and builds relationships across all organizational levels.

## WORK EXPERIENCE

---

### Chief Financial Officer

07/2017 to 11/2021

The Wildlands Conservancy

Oak Glen, CA 92399

- Prepared year end financials and meeting all critical deadlines
- Worked directly with external auditor to complete 990 and audited financials
- Prepared clear and concise reports such as lobbying reports and statements of information
- Prepared and present company financials at board meetings
- Created annual operations and capital budgets
- Tracked budget to actual performance
- Prepared financial forecasts
- Oversaw grants and projects
- Recorded, maintained and disposed fixed assets
- Performed depreciation calculation for all fixed assets
- 401K Administrator
- Supervised and mentored Senior Accounting Assistant
- Worked closely with financial advisor to invest funds i.e. U.S. Treasury bills

### Administrative Analyst

02/2017 to 07/2017

The Wildlands Conservancy

Oak Glen, CA 92399

- Allocated expenses to grants and projects
- Maintained W-9 process
- Maintained certificate of liability insurance process
- Processed approved invoices in Intaact
- Prepared payroll journal entry biweekly
- Reviewed expense receipts ensuring proper allocation
- Prepared monthly journal entry for expenditures and completed monthly bank reconciliations
- Fostered and maintained positive working relationship with vendors

## **Accounts Payable Supervisor**

11/2012 to 08/2016

RealD Inc.

Beverly Hills, CA 90210

- Oversaw a team of 5 employees including payroll admin
- Performed yearly reviews
- Involved in decision making/implementation of new processes
- Prepared, uploaded and reviewed accruals and journal entries
- Prepared bi-weekly cash flow analysis
- Managed daily cash disbursements to include checks and wires
- Reviewed and posted invoice batches (averaging 150 invoices per week)
- Prepared 1099 Misc. at year end
- Supported various departments on a daily basis
- Ensured team is operating within SOX compliance
- Completed monthly reconciliations for several accounts including international entities
- Performed monthly period close within MAS 500 accounting system
- Led implementation of invoice processing software (Basware)
- Reviewed and approved vendor authorization forms for new vendor setup  
Monitored aging and purchases clearing reports to address any outstanding issues
- Completed required ACA reporting for 2015

## **Financial Analyst**

06/2010 to 05/2012

Nestle Waters N.A.

Cabazon, CA 92230

- Appropriately allocated AMEX charges of 15+ employees to correct Cost Centers and Accounts
- Researched and resolved discrepancies in Profit & Loss statement
- Monitored and reported spending of various departments monthly
- Processed payroll for 150 non-exempt employees
- Monitored holiday pay, absences, sick pay and vacation in Kronos payroll system
- Traveled throughout country several times a year to attend yearly budget meetings and conferences
- Assisted Controller in developing the yearly budget
- Prepared accruals and journal entries at month end
- Acted as liaison with vendors regarding billing and payment issues
- Supervised Accounts payable clerk
- Provided support to various departments regarding cost center coding
- Conducted audits of material counts and provided official documents to corporate at year-end inventory
- Reviewed company financials (Actual and Plan variances) using SAP and Globe software
- Participated and presented at factory wide meetings
- Worked with Planning and Quality Assurance departments by coordinating payments of damaged materials
- Participated in the implementation of Globe software
- Performed a variety of administrative functions
- Greeted executives and vendors from various companies in a friendly and professional manner

## SKILLS

---

Financial Administration

Risk management

Executive leadership

Operations oversight

Proficient in Intacct, Quickbooks, Etapestry and Paychex

## EDUCATION

---

### **Hawaii Pacific University**

Bachelor's

Accounting

Honolulu, HI

07/2003 to 08/2005



## Nicole Wheelwright

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 24, 2021 9:39 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Finance & Audit Committee Appointment 2021

### Finance & Audit Committee Appointment 2021

Applications to fill the vacant seats of the City of Beaumont Finance & Audit Committee will be accepted through Tuesday, November 30, 2021, at 5:00 p.m.

Selection process will be held during the City Council Meeting of December 7, 2021, at 6:00 p.m.

First Name	Dennis
Last Name	Garcia
Primary Phone	
Alternate Phone	<i>Field not completed.</i>
Home Address	
Address 2	<i>Field not completed.</i>
Email	
Occupation/Profession	Business Owner
Employer Name	GB Technology Systems Inc
Are you 18 year of age or older?	Yes
Do you reside in the City of Beaumont?	Yes
<b>Questions</b>	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as a Finance & Audit Committee member?	No

If you answer "Yes", please explain      NA

---

Qualifications - Briefly state your qualifications, including any education, skill, or background related to finance & audit functions      As a business owner, I always do research on products I use for our company and have to make sure prices are compatible with multiple vendors. I always look for irregularities in price or in the way projects are handled.

---

**Additional Information**

---

Resume      *Field not completed.*

---

Additional Information      *Field not completed.*

---

Email not displaying correctly? [View it in your browser.](#)

## Nicole Wheelwright

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, November 28, 2021 12:13 PM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: Finance & Audit Committee Appointment 2021

### Finance & Audit Committee Appointment 2021

Applications to fill the vacant seats of the City of Beaumont Finance & Audit Committee will be accepted through Tuesday, November 30, 2021, at 5:00 p.m.

Selection process will be held during the City Council Meeting of December 7, 2021, at 6:00 p.m.

---

First Name David

---

Last Name Vanderpool

---

Primary Phone

---

Alternate Phone

---

Home Address

---

Address 2 Beaumont, CA 92223

---

Email

---

Occupation/Profession Teacher

---

Employer Name Beaumont Unified

---

Are you 18 year of age or older? Yes

---

Do you reside in the City of Beaumont? Yes

---

#### Questions

---

Are you aware of any conflicts, financial or otherwise, which could affect your appointment as a Finance & Audit Committee member? No

---

If you answer "Yes", please explain I am not aware of any conflicts of interest.

---

Qualifications - Briefly state your qualifications, including any education, skill, or background related to finance & audit functions See attached document.

---

**Additional Information**

---

Resume *Field not completed.*

---

Additional Information [David Vanderpools Strengths and Qualifications 2021.docx](#)

---

Email not displaying correctly? [View it in your browser.](#)

Qualifications- David Vanderpool:

My strengths and qualifications include:

1. Over the past couple years, I have gained valuable experience in local government through being a member of the Beaumont Finance and Audit Committee. During this time I helped develop an Introduction to Local Government Finance presentation and contributed to discussions as well as cast votes regarding matters pertinent to the city's finances.
2. I have a bachelor's degree in Public Administration with a minor in Economics from Cal State Polytechnic University Pomona. My degree included several classes that pertained to audit and finance, including Financial Accounting, Public Finance, Planning and Policy analysis, Managerial Finance, and Government and Not for Profit Accounting. I also hold a teaching credential in both Mathematics and Social Science from Cal Poly Pomona and a Master's degree in Education from Concordia University Irvine.
3. I have taught AP Macroeconomics, AP U.S. Government and Government/Economics at Beaumont High School since 2008. Therefore, have a keen understanding of how to effectively communicate advanced economic, mathematical, and political concepts.
4. I have a strong desire to create a stronger link between my government and economics classroom and the City of Beaumont. I am optimistic that service on this committee will allow me to more effectively communicate to the students of Beaumont High School how they can better serve their city.
5. As an educator, I have a natural desire to empower the people of Beaumont regarding how they can participate in public service in order to enhance the well-being of the city of Beaumont.
6. I have experience in California State politics, having worked for California State Assembly members Robert Pacheco and Carol Liu several years ago.
7. I have an acute ability to research in order to learn what is necessary to solve problems. For example, I have educated myself regarding the financial challenges the city faces from watching past videos of Finance and Audit Committee meetings.
8. I have excellent questioning skills and am not afraid to ask whatever is necessary to get the job done right.
9. I have a strong desire to participate in public service in order to better the standard of living of the people of Beaumont.

10. I have a passion for public policy. I regularly read periodicals such as The Economist and the Wall Street Journal as well as local periodicals such as the Record Gazette. In addition, I stay informed of the latest events pertaining to economics, law, and finance through following a variety of professionals in these fields via social media.
11. My wife, Kristen Vanderpool, is the founder of the Bowmom Baker, a licensed cookie baker that operates out of the City of Beaumont. This gives me insight into the business climate that exists in our city.
12. I am a man of integrity. I live my life by Coach John Wooden's definition of success, which states that success is the peace of mind that comes from doing one's best. It is this desire to constantly do my best that drives me to be the person I am today.
13. As a tenured teacher at Beaumont High School and a father of two young boys, I have a personal stake in the City of Beaumont's future. I care about my children as well as my students and I want to do whatever I can to make the City of Beaumont a place where they want to be.

Thank you for your time. I am excited to participate in this committee. If you would like to contact me, my phone number is \_\_\_\_\_ and my email is \_\_\_\_\_