

LETTER OF INTENT

May 3, 2024

Kelly Garrett, Mayor
City of Lathrup Village

Mayor Garrett:

As a member of the Lathrup Village community, I am always interested in improving the quality of life not only for myself but for the community as a whole. I enjoy this community and am very much interested in its continued growth and success. That is why I am interested in serving on the 2024 Finance Review Committee. I have continuously demonstrated my commitment to this community by having served previously on the Parks & Recreation Advisory Board and currently as a member of the Tax Assessor Board of Review. Other community involvement includes serving as Election Precinct Chairperson, City of Southfield, and Cash Management and Bookstore at my church.

With a strong accounting background, I'm certain that my credentials will provide the level of experience and insight that you are seeking for this Committee. I have over 20 years of accounting and management experience, including positions of Controller, managing budgets in excess of \$80 million dollars, with staffing of 10 team members including staff in other countries. As Controller I have also created and implemented many policies and procedures for managing the Accounting departments, implemented cost reduction measures that netted over \$5 million in annual savings, developed plant-wide initiatives that improved ergonomics and reduced safety accidents by 5% in the first year. In my current role of ERP consultant, I have responsibility for implementation of manufacturing ERP systems, focused mainly on the accounting and purchasing modules. This entails developing project plans, managing project budgets, schedules and resources, working with customers directly, and guiding customers on best practices for successful implementation.

In addition to my professional roles, I am a small business owner of Terreg Enterprise, LLC, a bookkeeping and notary service established in 2021. My first client as a small business owner was actually a successful ERP implementation for a multi-location manufacturing operation. My services were requested by the CIO of the company; the implementation was successfully completed on-time and within budgeted time and dollars. Currently, the business is inactive, however, the long-term goal is to have this enterprise fully operational by 2025, with the main objective of using my accounting knowledge and expertise to help grow other small businesses.

Mayor Garrett, with a strong business acumen, effective communication skills, and years of accounting knowledge and expertise, I would welcome the opportunity to put my abilities to good use as part of this 2024 Finance Review Committee.

Respectfully submitted,

Regina Jones
TerregEnterprise01@gmail.com



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

2024 Finance Review Committee Application

The City Council seeks to create a committee of four (4) citizens to work with a Council Liaison and a City Administrator-appointed staff member to develop recommendations on potential future revenue sources, which may include ballot initiatives.

Committee recommendations shall be based on the following criteria:

- Lathrup Village Financial Reports (independent audits)
- Approved Fiscal Year Budgets
- Approved Capital Improvement Plans
- Committee studies on how new revenues (ex: increased fees, millage renewals, special assessments) may impact current staffing levels and deliver sustainable progress towards City goals outlined in approved plans.
- Committee studies on how no new revenues may impact current staffing levels current staffing levels and deliver sustainable progress towards City goals outlined in approved plans.

Time Commitment and Expectations:

- The committee will meet biweekly between June and October 2024. The group may adjust schedules to accommodate holiday schedules.
- Meetings are expected to take place at a recurring location/time, set by the committee, for no more than two hours.
- The committee will create a final report that will be delivered to the City Council by November 2024.

Resumes and letters of intent are required and must be included with the application. The Mayor will review applications and make appointment recommendations for the City Council's approval at a regular City Council meeting on May 20, 2024. **PRIORITY WILL BE GIVEN TO THOSE WHO HAVE EXPERIENCE IN BUDGETING, ACCOUNTING, FINANCE, OR SIMILAR FIELD.**

Name: REGINA JONES

Address: 18451 SANTA ANN, LATHRUP VILLAGE, MI 48076

Phone: 2489152259 Street, City, State, Zip Email: TERREENTERPRISE01@GMAIL.COM

Are you at least 18 years of age: ☒ YES ☐ NO

Are you a registered voter in Lathrup Village: ☒ YES ☐ NO

Have you been a resident of Lathrup Village for 1+ years: ☒ YES ☐ NO

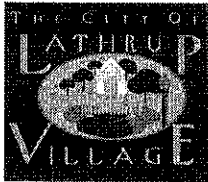
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member



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Do you have interest in serving as Chair or Vice Chair of the task force:

☒ YES

☐ NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

• Financial Management

☒

• Public Administration

☐

• Auditing/Accounting

☒

• Small Business/Entrepreneur

☒

• Banking Industry

☐

• Other _____

☐

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

See Letter of Intent and Professional Profile attached.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act. Please contact the City Clerk at 248-557-2600 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: _____

Date: _____

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member

REGINA JONES
PROFESSIONAL PROFILE
TerregEnterprise01@gmail.com (248) 915-2259



Terreg Enterprise LLC

Chief Executive Officer, Southfield, MI

2021 - Present

CEO and owner of this small business venture, offering a variety of services to businesses ranging from small to medium in size and/or annual revenue.

ERP implementation services to corporations in the manufacturing industry. Provide process mapping, system configuration, data mining and migration, UATs, training, and other deliverables based on project plan and implementation timeline.

Certified Quickbooks Pro Advisor providing full charge bookkeeping to small businesses. Provide accounting services allowing customers to focus on business growth and development. Additional offerings include business formation and tax prep services.

Notary Signing Agent, NNA trained and certified, background screened, providing remote notary services to clients in Oakland, Wayne and Macomb counties. E&O insured to \$25,000.

Revolution Group

ERP Manufacturing Consultant, Westerville, OH

2023 - Present

Project Team Member with responsibility for implementation of Plex Systems ERP processes and system functionality; specializing in the Procurement and Accounting modules. Define and manage implementation project activities. Adhere to deployment standards, manage project resources and schedules, review project expectations, deliverables, and training timelines, monitor and deliver to a mutually agreed project plan, budget and implementation timeline.

Gather and create business requirements for software customization designed to meet the needs of the customer. Develop understanding of customer, market, and industry needs; stay current on accounting standards and knowledge.

Advise customers on best practices and system enablement for purchasing, product costing, general accounting and business performance metrics. Develop content and documentation related to business processes, policies and procedures, work instructions, test scripts and application configuration records. Coordinate data conversion activities with internal and customer resources.

Contribute technical and marketing related content to the organization and Partner marketing initiatives.

Resources Global Professionals (RGP)

Consultant, Southfield, MI

2020 - 2021

Project team member on implementation of Advantage Solutions for a leading automotive financial services company. Identified stakeholders' financial reporting requirements, managed reporting requirements documents and related artifacts through Microsoft Teams report tracker. Documented requirements and configuration in Blueprint and through JIRA. Led data mapping process, migrating current systems data elements and interfaces to new Advantage Alfa system. This included identifying the data elements and tracking in Microsoft Team tracker, working with IT to document the systems, tables, interfaces, schemas for mapping, documenting requirements and configurations through JIRA. Developed Kanban in Jira to track data mapping stories and statuses.

Plex Systems, Inc.

Delivery Consultant, Troy, MI

2015 - 2019

Project Accounting Lead for implementation of the Plex Systems ERP process and system functionality; specializing in the Accounting modules. Engaged in customer kick-off meetings; reviewed project expectations, deliverables, and training timelines; monitored and delivered to a mutually agreed project plan and implementation timeline.

Gathered and created business requirements for software customization designed to meet the needs of the customer. Develop understanding of customer, market, and industry needs; stay current on accounting standards and knowledge.

Advised customers on best practices and system enablement for product costing, general accounting and business performance metrics. Developed content and documentation related to business processes, policies and procedures, work instructions, test scripts and application configuration records.



Experis Consulting

IT Consultant (SAP, Applications Manager), Southfield, MI

2012 - 2015

Project Manager/Business Analyst with proven expertise in deploying multiple ERP implementations on full life cycle large scale global projects, ensuring approved projects met target deadlines, scope and budget. Successfully developed and executed scenario and UAT testing, end user training, customized for managerial posting programs and costing to capture roll consumption.

RGBSI Consulting

Project Manager, Madison Heights, MI

2010 - 2012

Project Manager for SAP ECC6 implementation (GL, AP, AR, Fixed Assets, CCA, Internal Orders and CO-PA) and MM (Purchasing). Analyzed business requirements, evaluate project scope and definition, system design and development. Developed process flows, templates, gather other information required for testing and implementation. Developed training programs and materials, and end user work instructions. Managed 3rd party vendor responsible for accounts receivable and payables.

ThyssenKrupp AG

Lead Operations Controller, Steel Mill, Calvert, AL

2008 - 2010

Project Accounting Team Lead for SAP ECC6 implementation in both start-up operations. Analyzed business requirements, evaluate project scope and definition, system design and development. Developed process flows, templates, gather other information required for testing and implementation. Developed training programs and materials, and end user work instructions. Established Accounting Department including job descriptions, roles and accounting procedures, ensuring alignment with accounting structure of parent company.

Plant Controller, Automotive Manufacturing, Ladson, SC

2002 - 2007

As part of the senior management team successfully designed, implemented and managed the accounting functions for multiple start-up facilities for this German multinational conglomerate, in multiple U.S. southern states. Established policies and procedures in compliance with GAAP, IFRS and corporate requirements. Developed accounting job functions and job descriptions, provided staff training and mentoring. Managed Accounts Payable, Accounts Receivable, Collections, Banking, General Accounting and Cost Accounting functions. Coordinated and reconciled State tax incentives; created banking and financial relationships with regional financial institutions.