

# Cheryl Bailey

1843 Lousetown Road, Reno, NV 89521 \* 775-303-2656 \* cherriebailey@gmail.com

July 24, 2023

Nevada Commission for the Reconstruction of the V&T Railway  
716 N. Carson Street  
Carson City, NV 89701

Attn: David Peterson and V&T Railway Commissioners

Re: Executive Assistant Contract Position

Dear Mr. Peterson and V&T Railway Commissioners,

I am writing to express my interest in the Executive Assistant Contract Position for the V & T Railway Commission. I believe that my experience as Controller and as a business owner has equipped me with the skills necessary to excel in this role. In my previous roles, I demonstrated a knack for problem-solving and working well independently.

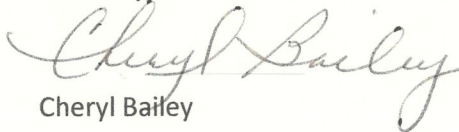
I am adept at:

- Prioritizing multiple ongoing projects.
- Responding to requests from colleagues and clients in a timely manner.
- Being a liaison between various clients, colleagues and leaders.
- Being resourceful and flexible.
- Creating & organizing meeting agendas.
- Planning events from inception to completion

As a Virginia City business owner, I have come to care deeply about the community and realize how important the V & T Railway is to Nevada. It would be my delight to be a part of the success of this treasure of Nevada history.

My resume and list of references are attached for your review. I plan to attend the July 26 commission meeting to learn more about this position and have the opportunity to meet the board.

Sincerely,



Cheryl Bailey

Encl.



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## Professional Summary

Broad experience in customer service and hospitality industry. Excellent at juggling multiple tasks and working under pressure. Willing to work a flexible schedule. Personable, high-energy and collaborative professional.

## Skills

- Passion for customer satisfaction
- Service-oriented
- Inventory control and record keeping
- Results-oriented
- Microsoft Word, Excel and Publisher
- QuickBooks and Gusto

## Work History

### Part-time Bookkeeper

#### Virginia City Highlands Homeowners Association

9/2021-Current

- Manage all financial transactions including A/P, payroll, bank reconciliations and bank deposits.
- Assist residents with billing concerns, respond to real agents with property information requests.
- Research Storey County property records as necessary.
- Prepare financials for presentation at quarterly HOA meetings and for publication on website.
- Work closely with HOA president on financial matters.
- Perform accounts receivable functions including invoicing, payment posting, deposits and collections.
- Prepare financial documentation for annual audit by CPA.

### Human Resources Manager/Controller

#### Rango Broadband/Preferred Networks, Inc.

9/2020-6/2023

- Created HR department for 5 companies.
- Bridged management and employee relations by addressing demands, grievances and other issues.
- Administered state filings for 17 different states.
- Participated in weekly leadership meetings with C-suite executives.
- Worked closely with CFO to prepare and facilitate quarterly executive board meetings.
- Responsible for payroll of 54 employees in various states and countries.
- Recruit & hire new employees through the onboarding process.
- Manage compensation and benefits.
- Developed and implemented HR policies and initiatives aligned with the new business strategy.

### Controller

#### Preferred Network, Inc./Highlands Wireless, Inc.

1/2018-9/2020

- Managed all financial transactions including A/P, A/R, payroll, reconciliations, payroll tax filings.
- Organized and managed billing office and supervised a team of 3.
- Problem resolution with the difficult and complicated customer billing issues.
- Ensured timely payments to all vendors.
- Worked closely with COO in coordinating purchase of another WISP and later facilitated in the sale of Preferred Networks.

### Owner

#### Ponderosa Saloon – Virginia City, NV

6/2010 to Current

- Promote the business through participation in and sponsorship of community events.
- Implement & coordinate various large and small events.
- Lead and direct team members on effective methods, operations and procedures.
- Correctly calculate inventory, purchase adequate quantities of necessary saloon and snack bar items including beverages, food, equipment and supplies. Control costs and watch for savings opportunities.
- Responsible for bank reconciliations, accounts payable, and weekly bank deposits.

## Education

Bachelor of Science: Accounting Western Governors University

2021



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## **Professional References for Cheryl Bailey:**

Jay Carmona, President, Virginia City Homeowners Association	(775) 691-0251
Darragh Dolan, Former CFO, Rango Broadband, Inc.	(647) 929-7232
Barry Brannon, Former COO, Preferred Networks, Inc.	(386) 270-2016

## **Personal References for Cheryl Bailey:**

Jennifer McCain - Storey County Comptroller	(775) 772-3521
Sandra Truesdell - Marketing Coordinator, Senior Care Facilities	(707) 703-7396
Lenore Gow – Retired, Federal Government Employee	(951) 696-9425

Further references will be provided upon request.



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## **Statement of Qualifications**

- Bachelor of Science in Accounting.
- All facets of accounting up to income tax filings.
- Excellent written and verbal communication skills.
- Time-management skills.
- Ability to multitask.
- Interpersonal skills and effective problem-solving skills.
- Computer skills include Microsoft Office, QuickBooks, Gusto & comfortable learning new applications.
- Familiarity with State and Federal filings.
- Event planning and management.





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## **V&T Railway Requested Information**

### **9.1 Statement of Project Understanding**

As an Executive Assistant, I understand that my role is to be the central point of contact for the Commissioners, vendors and contractors. I will ensure that various aspects of the Railway run smoothly by taking initiative when problems arise. It is important for me to handle accounting duties accurately and work with various other government agencies on a regular basis.

### **9.2 Project Approach**

I am completely comfortable with the accounting, clerical, and liaising duties of this project. I feel that there will be a bit of a learning curve when it comes to getting up to speed on the railway business and the specific processes in place for the V & T Railway.

### **9.3 Key Company Personnel Information**

Single person office, please see attached resume. Upon offer and acceptance of position I will acquire necessary licensing and insurance.

### **9.4 Project Experience**

Throughout my career as an entrepreneur, Controller and HR Manager, I have been responsible for various administrative support tasks such as record keeping and organizing information. I have also had the opportunity to schedule and facilitate meetings in both formal and informal settings. I am adept at being a liaison with many types of vendors, customers and executives. I have an ability to communicate across all lines respectfully while finding common ground to accomplish common goals.

In my own business, the Ponderosa Saloon, I have had many opportunities to organize various events, both public and private. Currently, I work closely with third party event organizers in Virginia City to arrange, organize and provide libations and other refreshments during their events.

