



Contra Costa County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Torean		Sheppard	
Home Address - Street	City	State	Postal Code
	Brentwood	CA	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): <input type="text"/> District Locator Tool			
Do you work in Contra Costa County? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? <input type="text"/>			
Current Employer	Job Title	Length of Employment	
Project Controller	Project Controller	3	
How long have you lived or worked in Contra Costa County? <input type="text"/>			

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? All Zoom Meetings	

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Tarleton State University	Masters Business Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tarleton State University	Bachelors in Accounting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		
Other Trainings Completed:	CD&R Management Training	Certificate Awarded for Training?
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to be apart of this commmitte to help change the dispearties in the African American community and youth. I believe many of the youth are left without assistance for growth. I would like to be apart of a committe pushing the agenda for chagne and helping lower income children.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Torean Sheppard

Date: 08/21/2023

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Torean Sheppard

Sr. Project Controller with Experience in Accounting and Data Analysis

www.linkedin.com/in/torean-sheppard-874056178

Seeking an enterprising position at a thriving company. Experienced in leading construction projects, developing budgets and converting monthly financial reports to evaluate profits. Spearheaded and proficiently executed negotiations and financial reporting for the South and North territory of the United States, and facilitated large teams to complete projects. Strengths include: MS Excel, Google Sheets, leading large teams, cross functional team communication, implementation of finance and accounting functions, and statistical analysis.

EDUCATION

Tarleton State University

Bachelor of Business Administration: Accounting with Minor: Mathematics and Physics, Fall 2017

Masters of Business Administration and Accounting, Fall 2018

RELEVANT COURSEWORK & SKILLS

•Money & Banking •Accounting •Economics •GAAP •Monthly Accruals •Microsoft Office (emphasis in Access, Excel, Outlook, PowerPoint, Publisher, and Word) •Solid Research & Analytical Skills •Power BI
•Business Taxation and Compliance •Nuance •SAGE Software •MASS 200 •QuickBooks •Python •Netsuite
•Salesforce •Blackline

PROFESSIONAL EXPERIENCE

Senior Project Controller, Leadership Program

BrandSafway, San Jose, CA March 2022 - Present

As a Lead Project Controller in the Leadership Program, I am responsible for overseeing and coordinating the pre-bid process, managing monthly and quarterly reports with various financial analysis. Through traveling to various project sites in the United States I provide insight and oversight to project costs while identifying and proactively providing solutions to project issues, supporting the implementation of department business and organizational plans, processes, and methods. In addition, I serve as a liaison for special ad hoc projects while overseeing 55 crew members.

- Perform monthly, quarterly and year end reconciliations as well as flux analysis for project cost and fixed asset related accounts.
- Spearheaded pre-bid meetings for upcoming insulation projects to finalize strategic suppliers and assess possible project risk.
- Implemented proper financial procedures and templates in accordance with territory law to ensure industry standards being maintained.
- Complete project cost analysis over engineering, construction, and procurement operations.
- Collaborate and liaison with construction, and engineering project managers to create final budgets.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts.
- Create monthly accruals and journal entries for revenue recognition and project percentage of completion analysis.
- Responsible for the implementation and UAT (User Acceptance Testing) of fixed assets, revenue recognition, and quarterly audits independently and cooperatively.
- Spearhead project accounting team meetings to oversee projects in various regions throughout the United States.
- Identify systems issues while developing and documenting businesses processes and accounting policies to maintain and strengthen internal controls.
- Support ad hoc projects while managing and overseeing project managers and project accountants.

Supply Chain Category Specialist

BrandSafway, Houston, TX March 2019-2022

Implemented and maintained strategic spending, project financial files, reports, maintained cross functional internal department coordinational and managed relationships with Subcontractors while maintaining cost efficiency.

- Collaborated with VP of North American Supply Chain Purchasing/Sourcing and Project Managers on a monthly basis to prepare monthly reports and customer billing in a timely manner.
- Identified inventory trends utilizing real data and analysis reports for Executive Management, Project Managers and Clients **resulting in a 10% increase in received profit.**
- Expedited and prepared manufacturing expenses, material costs and prepared financial forms from Clients for budgeting and forecasting.
- Reviewed and maintained project financial files, contracts, and credit applications on a per project basis while remaining under compliance.
- Streamlined and improved internal and external reporting for unit cost variance for multi-million dollar projects while providing compliance for all contracted clients.
- Prepared and reviewed weekly and monthly AR / AP reports for all financial meetings.
- Updated and maintained business processes and implemented new solutions for cross-functional team members and management **creating a new streamlined process.**
- Created and responsible for the implementation of diversity programs and training throughout the company to promote an informed and positive working environment.

Cost Accountant and Internal Auditor

GLT Fabricators, Deerpark, TX April 2017 - March 2019

Provided research, statistical analysis, monthly accounting practices, and strategic planning for cost and business development directly to the board of directors to improve profitability margins.

- Provided cost and benefit analysis of potential investment projects.
- Represented the Accounting department on cross functional team meetings designed to improve operations, reduce cost, and properly support company growth.
- Liaison between business and potential stakeholders throughout the region.
- Regulated and provided directors with monthly and quarterly reports specifying and comparing factors affecting prices and profitability of products or services.
- Spearheaded quarterly internal audits to insure proper financial reporting and compliance with IRS standards.
- Created and maintained statistical analysis reports using MS Excel and SAP to improve monthly financial reporting resulting in the financial improvement and development of the company.

COMMUNITY LEADERSHIP ACTIVITIES

•Raider Industrial Youth Mentorship Program

Spring 2020 - Present

•MIKE Evans 7V7 Football

Winter 2020

HONORS AND AWARDS

•BrandSafway Diversity Council

Winter 2021

•CD&R Management Training

Fall 2021

•The Buddy Fornes Memorial Award

Spring 2016