

Nicole D. Ford

Las Vegas, Nevada

Web: www.nicoledford.com

Email: nicoledford2014@gmail.com

Education

University of California at Berkeley

Bachelor of Science in Business Administration, August 1992

Specialization: Accounting and Finance

Corporate Profile

Freelance Convention, Trade Show, Corporate and Special Events, Las Vegas, Nevada

June 2012 to Present

Wide variety of temporary and freelance positions at corporate trade shows, conventions and private events on the Las Vegas Strip.

Positions and shows including but not limited to the following:

Various positions

- VIP, Press/Media, Executive, Speaker Lounge
- VIP, Speaker, Press/Media, Sponsor, C-Suite/C-Level Executive, Check-in, Registration Typist, Materials Pick-up
- Ambassador/Hostess/Greeter/Dine-Around
- Approval Desk – Qualifying Manager
- Attendee/Exhibitor Registration Cashier and Typist (60+ wpm)
- Booth Assistant and Set-up/Booth Hostess, Sales and Promotion
- Cashier/Event Ticket Sales/On-site Promotional Sales
- Information Booth
- International Delegation Registration with US Department of Commerce
- IPAD Badge Pick-up/Photo Badge preparation
- Mail Merge/Label Preparation/Excel Database
- Media Center/Press Office
- Room Monitor
- Show Labor & Supplier Check In
- Show Management Office
- Speaker Ready Room

Shows and events:

- Allstate National Forum
- American College of Gastroenterology Scientific Meeting
- American Grand Cheerleading Competition
- American Society of Health-System Pharmacists
- Arbonne International Global Training Conference
- ASD Trade Show
- Autodesk University
- Black Hat
- Cartes Comexposium
- CISCO Live / CISCO GsX
- Debt Buyers Association
- Direct Marketing Association Conference and Exhibition
- Diving Equipment and Marketing Association (DEMA)
- Dreamforce (Moscone Center)
- Final Fantasy Expo
- G2e Gaming Expo
- Hewlett Packard Discover
- Home-Based Travel Agent Forum
- Home Depot Product Walk
- IBM IOD Global Conference
- Interdrone Conference
- International CES (Consumer Electronics Show)
- International Pizza Expo
- International Security Conference & Expo West (ISC)
- JCK Jewelry Show
- Licensing Expo
- Lightfair International
- MAGIC
- MINExpo International
- MRkt/Moda/Stitch/Accessories Show
- National Association of Broadcasters (NAB Show)
- National Charter Schools Conference
- National Convenience Store
- National Hardware Show
- North American Neuromodulation Society
- Oracle Collaborate Forum / Oracle Modern Marketing
- Recharger World Expo
- Shadow Creek Golf Course - Wedding
- Shooting, Hunting and Outdoor Trade Show (SHOT)
- Specialty Equipment Market Association (SEMA)
- TelcoTV Annual Conference and Expo
- UFC Fan Expo
- Vision Expo
- World Market

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Resources Global Professionals, Las Vegas, Nevada

September 2006 to May 2009

Consultant

A public, project-based professional services firm created to help clients execute strategies on a more cost effective basis by providing experienced and high-caliber accounting, finance, internal audit, information management, human resources, supply chain management and legal professionals

Projects:

September 2006 to October 2006. Nevada-based private gaming and hospitality company: assisted in preparation of accounting and financial reporting policies and procedures manual

October 2006 to May 2009. Nevada-based multi-million dollar vacation ownership company:

- Preparation and review of account reconciliations in anticipation of financial statement audit
- Month-end close and preparation of financial reporting packages for Sales & Marketing Division
- Preparation of accounting policies and procedures in conjunction with IT, accounting and marketing personnel
- On-site implementation, reconciliation and training surrounding internally-developed software rolled out at sales centers in Hawaii (Kauai and Maui), Arizona (Sedona and Scottsdale) and Florida (Orlando)
- Personnel interviews, walkthroughs and documentation of policies, procedures and process flows surrounding front desk and food and beverage operations
- Various aspects of corporate reporting including but not limited to: financial statement preparation (balance sheet, income statement, statement of cash flows, shareholders' equity, footnotes, etc), fluctuation analyses, ad hoc bank financing, management and executive reporting, audit schedule preparation and liaison with auditors, review of account reconciliations, etc
- In final year, selected to be on the project management team for worldwide Oracle R12 system upgrade

Hooters Casino Hotel, Las Vegas, Nevada

February 2006 to June 2006

Accounting Clerk to Accounting Manager

Hired to provide assistance after the opening of Hooters Casino Hotel (transition from Hotel San Remo) and was promoted within approximately 1 1/2 months to newly-created Accounting Manager position. Duties included but not limited to: nightly casino cage "soft cash count" audits, food & beverage and front desk account reconciliations/audit, daily and monthly revenue journal preparation, supervision of accounting staff, bi-weekly payroll assistance, establishing and documenting policies and procedures, automation of accounting processes, spa inventory, liaison with food and beverage outlet supervisors and executive management

Windswept Holdings LLC, Beverly Hills, California

June 2000 to August 2005

Senior Vice President and Chief Financial Officer

- Responsible for all finance, accounting, reporting and treasury operations for Windswept Holdings LLC along with 9 affiliated companies, subsidiaries and/or joint ventures with over \$100 million asset valuation.
- Oversight and coordination of policies and procedures for offices in Beverly Hills, Atlanta, New York, Nashville, and London.
- Semi-annual preparation of detailed audit packages for Big 4 auditors (PwC and KPMG). Preparation of budgets, forecasts, cash flow projections, annual and strategic plans. Preparation of monthly, quarterly and annual financial statements and reporting packages for 9 companies
- Ongoing implementation and refinement of various internal controls and procedures. Streamlined the company's accounting and reporting function resulting in a substantial improvement in the timeliness and accuracy of the company's financial statements and reporting packages.
- Ongoing coordination and liaison with corporate and entertainment attorneys on various legal and contractual matters; deal analysis, contractual obligations and compliance
- Involved in negotiations and presentations to the company's parent, Fuji Television Network, (subsidiary of multi-billion dollar media conglomerate, Fujisankei Communications Group) resulting in several multi-million dollar capital injections
- Involved in dispute resolution surrounding the contractual purchase price settlement of a \$200 Million acquisition made by EMI Music Publishing, Inc. resulting in a multi-million dollar reduction to the final settlement amount.
- Worked directly with management, Human Resources Director and Ceridian to establish Section 125 POP plan and restructure the company's medical plan resulting in substantial cost savings

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- Coordinated and participated in the financial due diligence surrounding the eight figure purchase of Trio and Quartet Music from Leiber & Stoller in 2003 and the subsequent integration of the acquired companies into the existing financial infrastructure.
- Performed deal analyses surrounding renewal of multi-million dollar joint venture deal with a prominent music industry executive
- Continuous 5-year coordination and oversight of response to investigation performed by Internal Revenue Service resulting in over a million dollars in refunds from the IRS to the company
- In final year, assumed responsibility over the Human Resources/Office Management department from the President of the company

Universal Pictures, Los Angeles, California

June 1999 to June 2000

Director, Planning and Ultimates

Reported to the Vice President, Planning and Ultimates. The group was responsible for all forward-looking financial activities for Universal Pictures including annual and strategic plans as well as annual and quarterly forecasts. Directly responsible for preparing film pre-release reports for executive management, "what-if" analyses, 'risks and opportunities' analyses, and film profitability forecasts (ultimates). Participated in various special projects including the post-acquisition integration of Polygram Filmed Entertainment's film slate and financial forecasts into Universal Pictures' financial forecast and reporting system. Developed models in Excel to expedite reporting and facilitate departmental analysis of film ultimate variances.

PricewaterhouseCoopers (formerly Price Waterhouse)

January 1993 to May 1999

Audit Staff to Audit Manager, San Francisco and Los Angeles, California

Planned, supervised and performed all aspects of audit and attest, consulting and business advisory engagements as well as special projects for Fortune 500 companies as well as medium-sized, multi-national public and private companies in a variety of industries including film, music, television, cable and radio broadcasting, high technology, retail, and telecommunications.

- Continuously involved in filings on Forms S-3, S-4, S-8, 8-K, 10-K, 10-Q. Prepared or audited financial statements, disclosures, MD&A analysis, annual reports, etc. Evaluated financial statements, cash flow projections, business plans, monthly flash/forecast and actuals and key performance metrics.
- Researched various complex accounting and reporting issues and communicated conclusions to partners and client management. Evaluated and documented general ledger, consolidation, reporting and system strengths and weaknesses.
- Involved in several multi-billion dollar acquisitions, swaps and divestitures (carve-outs) made by SEC registrants: Universal Pictures' acquisition of PolyGram, several telco acquisitions made by AirTouch Cellular, Inc., InterMedia Partners' acquisition, swap and divestiture of several cable systems throughout the United States, Sony Pictures' acquisition of Telemundo, and SmarTalk TeleServices, Inc.'s acquisition of several pre-paid phone card companies throughout the United States.
- Involved in various special projects and consulting work including a tour of service with London Pacific Services (Govett Mutual Funds), an internal time and billing project at PW San Diego, and Hyperion systems implementation and integration project for Bell Atlantic/NYNEX.
- Selected to be on the pilot test and development team of firm-wide rollout of electronic workpaper software. Led continuing education courses ranging from new-hire training to technical training of firm-developed electronic workpapers to all client-service personnel.
- Participated in various committees on diversity, recruiting, staffing, technology, training and other office matters