



COUNTY OF NUECES

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

PLEASE TYPE OR PRINT YOUR INFORMATION TO COMPLETE THE APPLICATION.

A RESUME MUST ACCOMPANY THE APPLICATION, BUT IT DOES NOT SERVE AS A SUBSTITUTE FOR COMPLETION OF THIS APPLICATION. CONSIDERATION WILL NOT BE GIVEN TO APPLICANTS WHO DO NOT HAVE A COMPLETED APPLICATION AT THE TIME THE APPOINTMENT IS PLACED ON THE AGENDA.

For what Board or Commission are you applying? Nueces County Historical Commission

PERSONAL INFORMATION			
Name	Sarah Ann Bowman		
Home Address	4413 Driftwood Place		
Phone	(361) 774-6038	Work Phone	(361) 882-5521
Email Address			
Residence in Nueces County	<input type="checkbox"/> Precinct 1	<input type="checkbox"/> Precinct 2	<input checked="" type="checkbox"/> Precinct 3 <input type="checkbox"/> Precinct 4
Current Employer	Bass & Welsh Engineering		
Dates of Employment	FROM October 2006		TO Present
Previous Employer	Olney Restaurant Supply		
Dates of Employment	FROM September 2002		TO May 2006
EDUCATIONAL BACKGROUND			
High School & Location	Richard King High School, C.C., Texas	Year of Graduation	1998
College & Location	Texas State, San Marcos, Texas	Year of Graduation	
CERTIFICATIONS			
Type of Certification		Expiration Date	
Type of Certification		Expiration Date	
PROFESSIONAL AND COMMUNITY AFFILIATIONS/POSITIONS HELD (INCLUDE PRESENT APPOINTMENTS TO BOARDS, COMMISSIONS, ADVISORY BOARD OR COMMITTEE)			
Name of Organization	Nueces County Historical Commission	Dates of Service	2009 - Present
Name of Organization		Dates of Service	
Name of Organization		Dates of Service	
COUNTY BOARD OR COMMISSION INFORMATION			
Explain why you are interested in serving on this Board or Commission and what experience you bring that would assist in decision making and future actions of this Board or Commission.			
I have an interest in finding new methods of recording and managing historical data and inspiring community involvement. I've been useful in my prior involvement with the Commission by utilizing my survey experience and mapping cemeteries, and designing print media for NCHC events.			
Have you served on any board, commission or committee in Nueces County?			
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		If you answered yes, please list position and dates of service.	
Nueces County Historical Commission, 2009-Present			

Do you or an immediate family member* have any professional or financial relationship that may present a potential conflict of interest for this board, commission or similar body? (i.e., employment, contracts, financial investment)

NO YES If you answered yes, please explain below.

Do you or any immediate family member* have or have had any pending legal matters related to Nueces County or any board, commission or similar body within Nueces County?

NO YES If you answered yes, please explain below.

THREE (3) PROFESSIONAL AND/OR PERSONAL REFERENCES

Name	Maria DeRusse	Daytime	
Occupation	Event Coordinator - Homewood Residence	Phone	(361) 739-0557
Name	Kenan Wilson	Daytime	
Occupation	Thermographer - ITI	Phone	(361) 232-6602
Name	Murray Bass, Jr.	Daytime	
Occupation	Engineer-Surveyor - Bass & Welsh Engineering	Phone	(361) 882-5521

I hereby certify that the foregoing answers are true. I further certify, should I be considered for appointment to a board, commission, advisory board or committee I will disclose in this application whether I am an employee of the governmental entity of which I seek appointment, I will disclose all appointments that may result in conflicting loyalties, and I will disclose if a family member is an employee of the governmental entity that I seek appointment. Also should I be appointed to a board, commission, advisory board or committee, and should a conflict of interest exist or develop with regard to a specific matter, I will disclose the conflict of interest upon discovery and recuse myself from the deliberations and action involved. Conflicts of interest include, but are not limited to: a direct or indirect financial interest by myself or a member of my family, and other interest, which impairs my ability to participate fairly in the deliberations and actions in question.

Sarah A. Bowman

 Signature

11/12/2012

 Date

****Immediate family member definition: wife, child, spouse of child, mother, father, aunt, uncle, grandparent***

**UPON COMPLETION, THE FORM MAY BE SUBMITTED BY EMAIL TO THE COUNTY JUDGE BY CLICKING THE EMAIL BUTTON AT THE TOP OF THIS FORM (loyd.neal@co.nueces.tx.us). YOU MAY ALSO ATTACH YOUR RESUMÉ BEFORE SENDING THE EMAIL. ALTERNATIVELY, YOU MAY PRINT THE COMPLETED FORM, ATTACH RESUMÉ AND MAIL TO THE FOLLOWING ADDRESS:
 901 Leopard Street, Suite 303
 Corpus Christi, Texas 78401**

Sarah A. Bowman

4413 Driftwood Pl.
Corpus Christi, Texas 78411
Phone: 361-774-6038
Alt: 361-994-8854

OBJECTIVE

I am an experienced civil engineering assistant, with a strong background in research and database management. I am also adept at genealogical research, specializing in analyzing land titles, deeds, probate, and military records.

EXPERIENCE

October 2006
to Present *Bass & Welsh Engineering*
Corpus Christi, Texas
Administrative Assistant

Assist with civil drafting (AutoCAD 2004), preparation of proposals and specifications documents, research land records for platting purposes, and correspond with clients, contractors, City and County key personnel when coordinating projects. Maintain office records (recorded plats, completed job back-ups files, construction plans). Assist in maintenance of server and general office technology. Act as back-up to office manager (AP/AR, payroll). Also performs all secretarial functions, such as general reception, typing correspondence, handling of multi-line phone system, filing and miscellaneous errands.

September 2002
to May 2006 *Olney Restaurant Supply*
Destin, Florida
Purchasing Manager/Designer

Responsible for negotiating with vendors, maintenance of inventory, purchasing stock and special order items from said vendors, coordinate with warehouse manager, verify shipping and receiving of inventory. Worked with sales department and their clients to design new and/or remodel restaurants to suit their needs and meet code requirements. Keep salesman up to date on pricing and make sure they maintain an acceptable profit margin. Assist with inside sales as needed, back-up reception, AP/AR and extraneous secretarial functions.

EDUCATION

2012 **Del Mar College**
Corpus Christi, Texas
Geographic Information Systems, GPA: 3.0

Continued studies in GIS, surveying and database.

2002 **Southwest Texas State University**
San Marcos, Texas
Geographic Information Systems, GPA: 3.0

Studies in database, geography, use of ArcGIS, statistics, political science and basic courses.

Sarah A. Bowman

SKILLS

Excellent researcher, proficient in many computer applications including, but not limited to: MS Word, Excel, Access, PowerPoint, AutoCAD (various versions), QuickBooks, Peachtree, and ArcGIS.

Pleasant demeanor, very articulate, great attention to detail, creative and innovative. Myers-Briggs personality type ENFP.

COMMUNITY INVOLVEMENT

Member – Nueces County Historical Commission, (February 2009 to Present) participating in local historical cemetery preservation and research.

Member – Daughters of the Republic of Texas, (December 2008 to Present)

KEYWORD SUMMARY

AutoCAD, Purchasing, Design, Research, Administrative