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TOWN OF NEW BOSTON NEW HAMPSHIRE

APPLICATION FOR APPOINTMENT

Please print neatly or type application

Name: Christner Cheryl J.  
(Last) (First) (Middle)

Residence Address: 146 Lull Road  
New Boston NH 03070  
(Town) (State) (Zip)

Home Phone: 603.487.2696

Work Phone: 603.665.9191

E-mail address: prnthreads@gmail.com

Are you a US Citizen?  Yes  No (circle one)

How long have you lived in New Boston? 28 yrs.

Is New Boston your exclusive domicile?  Yes  No (circle one)

Explain if answer is no. \_\_\_\_\_

Board/Committee for which you want to be considered:

New Boston Energy Commission

How did you learn of this opening? have been attending meetings as a volunteer

Are you regularly able to attend this Board's/Committee's meetings?  
 Yes  No (circle one)

Which night(s) of the week is/are best for you to attend meetings?

Mon  Tue  Wed  Thur  Fri (circle one)

What interest motivated you to apply for appointment to this Board/Committee?  
Please explain below;

I am interested in local energy solutions and ways to  
conserve energy

Are there any specialized courses or seminars you have taken which should be considered with this application. Please explain below;

Have been attending the Energy Commission meetings.  
Took a workshop put on by the Jordan Institute  
on alternative energy solutions for municipal/business buildings

#### EXPERIENCE - WORK HISTORY

In the section below, please describe your experience/work history, with emphasis on experience pertaining to the appointment for which you are applying. Please address any potential conflicts of interest (example: you are a contractor and wish to be on the Planning Board). You are encouraged to submit a resume with this application.

Have board experience with the Piscataquog Land Conservancy,  
Northeast Feltmakers Guild & as a trustee (secretary) for The Whipple Free Library Foundation  
-resume attached

#### This affirmation MUST BE COMPLETED

I certify that there are no willful misrepresentations of the above statements and answers to the questions. I understand that should an investigation disclose such misrepresentations, my application may be rejected.

SIGNATURE: Cheryl Christner

DATE: 3/21/13

Unless otherwise specified, application should be returned to:

Town of New Boston  
Office of the Selectmen  
7 Meetinghouse Hill Road  
P O Box 250  
New Boston, NH 03070-0250

# Cheryl Christner Resume

## SIGNIFICANT ACCOMPLISHMENTS

***Controller / Cash Flow Manager*** Oversaw all office and financial functions of a high-tech startup (Northeast Robotics, Inc., Weare, NH) from first employee through eight years of growth from consulting firm to system integration to high-tech manufacturing, culminating in multi-million dollar acquisition by a \$200 million public company and the training of the new management team.

***Experienced Bookkeeper / Administrative Assistant*** Managed CPA office including client communications, scheduling, analysis of customer financial documentation, final organization of tax returns, filing, preparation of reports and other general duties.

***Dedicated Public Financial Stewardship*** Elected to Board of Directors of Piscataquog Watershed Association and served as Treasurer for sixteen years. Oversaw financial growth of land trust organization from small scale to growth of quarter-million dollar capital fund and establishment of permanent office with trusteeship over 1,100 acres of conservation land.

## PROFESSIONAL EXPERIENCE

Heartwood Media, Inc., Operations Manager 2003-present  
Manchester, NH

Great American Office, Bookkeeper, Sales 2002-2003  
Bedford, NH

Edward J. Moran CPA, Bookkeeper, Office Manager 2001 – 2002  
Hooksett, NH

General office duties including filing, setting up word documents, mail merge, answering phone. Bookkeeping responsibilities including write up for clients, assembling tax data and returns, data entry, quarterly returns and bank reconciliation.

Chrysalis Guitar Co., Corporate Treasurer, Office Manager 1997 -2001  
New Boston, NH

Managed all corporate finances, accounting, taxes, etc. from business startup to present. Managed day-to-day general office functions, phones, dealing with vendors and customers.

RSVI/Northeast Robotics LLC, Post-Acquisition Consultant 1996-1997  
Weare, NH

Trained new office and accounting staff.

Northeast Robotics, Inc., Corp. Treasurer, Controller, Office Manager 1988-1996  
Weare, NH

Managed all corporate finances, accounting, payroll, taxes, etc. from business startup to acquisition by \$200 million public company for \$2.6 million in 1996

Piscataquog Watershed Association, Corporate Director, Treasurer 1987-2003  
New Boston, NH

Managed all association accounting and finances including development of Capital Fund.

Northeast Feltmakers Guild, Treasurer 2009-present

Manage all association accounting and finances

### PROFESSIONAL SKILLS

20+ years experience in general office management. Skilled at general ledger accounting, accounting software, Microsoft Word, Excel and various database software for both Mac and PC, training of new office personnel. Professional and personable phone manner. Extremely thorough and detail oriented.