

## Demonstrated Experience

***This form requires information about Applicant's demonstrated experience in the provisioning of Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their proposed Project, such as, for example community partnerships and service; number of years in business; number of years' experience provide the types of services sought by this NOFA; if the Applicant is a relatively new provider/market entrant an explanation of the benefits, if any of being a newer provider. Market entrant; or the level of technical experience in providing the types of services sought by this NOFA.***

Shellsburg Cablevision, Inc. dba USA Communications has a proven reputation of providing high quality and reliable service and is led by experienced staff that can manage the established organization to successfully implement and operate the proposed Midway Expansion Project.

USA Communications currently serves 9 communities in rural Iowa including Belle Plaine, Marengo, Blainstown, Shellsburg, Urbana, Center Point, Robins, Alburnett, and Central City. USA Communications strives to provide its communities with the best technology available. The specific broadband project team experience, which is most relevant to the proposed project is as follows:

In 2013, USA Communications constructed a fiber to the home network in the community of Robins, Iowa. The total project investment was \$4,001,669.00.

In 2014, USA Communications constructed a fiber to the home network in the community of Center Point, Iowa. The total project investment was \$3,068,841.10.

In 2016, USA Communications constructed a fiber to the home network in the community of Shellsburg, Iowa and in the rural telephone exchange. The total project investment was \$6,785,959.92.

In 2017, USA Communications constructed a fiber to the home network in the communities of Alburnett and Urbana, Iowa telephone exchanges. The total project investment was \$9,064,331.62.

In 2018, USA Communications constructed a fiber to the home network in the community of Central City, Iowa. The total project investment was \$1,911,912.91.

In 2019 and 2020, USA Communications constructed a fiber to the home network in a section of the Blainstown rural exchange. The total project investment was \$3,748,893.33.

In regards to its award from the Empower Rural Iowa, Emergency Broadband Expansion Grant Program – NOFA #005, USA Communications has over 200 active subscribers in Iowa and Benton Counties and 9 active subscribers in Linn County with an additional 20 subscribers ready for installation. Overall, USA Communications has constructed over 42 miles of fiber.

As demonstrated above, USA Communications continues to invest in expanding its fiber network to provide the best broadband service available to their existing service areas and beyond.

The resumes of key USA Communications team members are included to provide further evidence of USA Communications' ability to successfully implement the proposed Midway Expansion Project.

USA Communications is a financially viable organization with the capability to meet all financial requirements outlined in this project. USA Communications has a history of continued business success and meeting financial obligations within the communities it serves.

# Curtis Eldred

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TEL: 319-981-9257

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## HIGHLIGHT OF QUALIFICATIONS

- Over 25 years combined experience in office and management in small business and corporate environments focused on achieving and exceeding company goals and expectations, and maintaining a strong relationship with management based on mutual respect, open communication, and loyalty
- Evaluated P & L, daily accounting, budgets, forecasts, and payroll functions with a successful history of meeting and beating established budgets and goals through strong fiscal responsibility
- Ensured compliance with General Accepted Accounting Principles (GAAP) via oversight of internal controls and procedures
- Designated point of contact for local and national vendors, corporate attorneys, financial institutions, employees, and board of directors
- Aided in planning, development, and execution of Network Operations Center (NOC) for a local telecommunications system that monitored and maintained cable, telephone, internet and cellular networks.
- Proficient on Windows PC, Linux including Excel, Word, Power Point
- A confident, intelligent, trustworthy, loyal, determined, organized, motivated, and creative individual

## ADMINISTRATION

- Centralized and administered confidential corporate legal and investor documentation
- Developed and implemented administrative policies and procedures for office and technical staff, to ensure an efficient, effective, and productive office
- Oversaw and performed administrative and technical tasks, answering phones, greeting clients, handling customer concerns, provisioning of servers, routers, and fiber optic transport systems
- Handled shipping and receiving, vendor management and customer follow up through systematic communication
- Developed, executed, and communicated employment policies and procedures to ensure legal and ethical compliance, employee satisfaction and management compliance

## MANAGEMENT/HUMAN RESOURCES

- Recruited, interviewed, and assisted in the selection of professionals essential to company success
- Responsible for organization and maintenance of employee files to ensure legal compliance, confidentiality, and efficient processing of past, current, and future employees
- Supervised group of 20 employees who performed alarming/dispatching, inventory control, budget analysis, process development and office administration duties for a telecommunications company
- Performed annual review and selection of employee health and disability insurance
- Completed and conducted employee and agent reviews quarterly and annually for 5 – 20 employees and agents

## FACILITIES/INVENTORY

- Supervised team responsible for telecommunications systems building, monitoring, and responding to system alarms
- Responsible for the repair or return and refund of damaged or incorrect merchandise and equipment by working with appropriate vendors and representatives through established procedures

Curtis Eldred continued

## EMPLOYMENT

USA Communications, Shellsburg, IA General Manager 12/2015 - Present

Clarence Telephone Company, Inc., Clarence, IA General Manager 8/1997 – 12/2015

Iowa Network Services, Inc. West Des Moines, IA, Network Technician 2/1993 – 8/1997

Triax Cablevision, Cedar Rapids, IA System Technician 10/1992 – 2/1993

United States Marine Corps 11/1988-10/1992

### **EDUCATION**

University Of Iowa – Bachelors Business Administration

### **ACTIVITIES, LEADERSHIP, & RECOGNITION:**

Rural Iowa Independent Telephone Association Legislative Committee 2002 - 2006

Rural Iowa Independent Telephone Association Board of Directors 2006-2012

Rural Iowa Independent Telephone Association President 2012

# CHAD LEFEVERE

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Shellsburg, IA 52332

## OBJECTIVE

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To leverage my training and experience in telecommunications and passion for leadership to help lead USA Communications into the ever changing telecom industry.

## SKILLS

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- Excellent customer relationship skills
- Teambuilding, team leadership
- Network Administration
- Outstanding communication skills
- Hardworking, goal oriented and motivated

## EXPERIENCE

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### **USA Communications - Network Administrator/Operations Manager** 2004 - 2021

- Responsible for all network equipment, including all service provider equipment
- Maintaining all backups of network and office equipment
- Support for technicians in the field with technical issues
- Responsible for selection and purchase of all office equipment
- 24/7 support for issues and upgrades for network equipment

### **iWireless – Activation Specialist** 2002 - 2004

- Fill in supervisor
- Setup of phone plans and features for dealers and ITC's
- Inventory control for dealer locations
- Personnel trainer for new hires

### **Global Wireless – Sales Representative** 2001 - 2002

- Sold and serviced iWireless products
- Customer relations and support for new and existing customers

### **iWireless – Sales Representative** 2000 - 2001

- Top sales representative in region
- Sold iWireless services and phone plans
- Built customer loyalty thru outstanding customer support and service

## EDUCATION

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### **Kirkwood Community College**

June 2012

- LAN Administration

**LAINIE C. SCOTT**

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Vinton, Iowa 52349  
(319) 551-5536  
LScott@usacomm.coop

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**EDUCATION:**

*Mount Mercy University, Cedar Rapids, Iowa*  
Dates of Attendance: 8/2007–5/2009  
2009 Outstanding Management Student  
Bachelor of Business Administration Degree, Magna Cum Laude  
Concentration: Administrative Management, Human Resource Management, Accounting

*Kirkwood Community College, Cedar Rapids, Iowa*  
Dates of Attendance: 8/2005–12/2006  
Associate of Arts Degree  
Concentration: Business Administration, Accounting

*Coe College, Cedar Rapids, Iowa*  
Dates of Attendance: 8/2003–5/2005  
Concentration: Nursing

*Washington High School, Vinton, Iowa*  
Graduation – 5/2003

**QUALIFICATIONS:**

- 12 years accounting experience in insurance and telecommunications industries
- Proficient in Microsoft Excel, Word, PowerPoint, Outlook; Adobe Professional
- Detail-oriented and highly organized
- Superior analytical and problem solving skills
- Strong ability to multitask and handle aggressive deadlines
- Ability to learn new processes quickly
- Aptitude for process improvement and documentation

**EXPERIENCE:**

*USA Communications, Shellsburg, Iowa*  
**Accounting Manager**, 9/2018–Present  
**Accountant**, 9/2017–9/2018

- Managing the monthly close process including posting journal entry transactions, bank and account reconciliations, inventory and work order close processes
- Assisting and reviewing accounts payable and accounts receivable
- Guiding accounting clerical staff
- Preparing and review of balance sheets, income statements, and other financial reports for board members and management
- Administration of bi-weekly payroll processes and associated tax reporting
- Reconciling and analyzing general ledger accounts and financial statements for completeness and accuracy identifying any financial discrepancies; researching and resolving any reconciling items
- Development and maintenance of internal controls by documenting and administering policies and procedures
- Maintenance of accounting and financial record keeping including a complete electronic filing system
- Coordination, preparation, and compilation of year-end reporting for auditors, tax consultants, management, and board of directors
- Maintenance of accounting policies in accordance with regulatory requirements set forth by state and federal agencies including the Internal Revenue Service, State of Iowa, Federal Communications Commission, and U.S. Department of Agriculture Rural Utilities Service
- Administering estate payments for cooperative member capital credit allocations
- Reporting and remitting bi-weekly, monthly, quarterly, and annual taxes
- Administering employee benefits

Transamerica, Cedar Rapids, Iowa  
Finance, 10/2007–9/2017

**Senior Financial Analyst**, Health Reporting, 4/2017–9/2017

**Senior Accountant**, Reinsurance, 3/2016–4/2017

**Intermediate Accountant**, Reinsurance, 2/2013–3/2016

**Accountant**, Product Withholding and Reporting, 5/2011–2/2013

**Senior Accounting Associate**, Product Withholding and Reporting, 6/2009–5/2011

**Intern**, Product Withholding and Reporting, 10/2007–6/2009

- Working cooperatively in a team environment
- Analyzing product results and monitoring key performance indicators to ensure alignment with strategy
- Ensuring accurate and timely quarterly close activities
- Communicating quarterly and annual financial results to management
- Improving efficiency within multiple processes by identifying and eliminating data flow redundancies and automating functions using Excel VBA Programming and complex formulas
- Strengthening internal control environment and data integrity to ensure high-quality financial information is provided to internal and external stakeholders
- Project lead for Annual Statement Reinsurance Schedule consolidation and review
- Preparation of multiple Annual Statement exhibits and schedules for reporting to Regulatory Agencies
- Ensuring compliance with regulatory reporting requirements
- Preparing and processing journal entries to the general ledger to ensure accurate financial records
- Performing and reviewing bank and suspense account reconciliations
- Analyzing and explaining significant YoY and QoQ changes on an individual account basis
- Providing high quality financial reporting and analysis for the annual budget
- Daily deposit of federal and state withheld taxes for multiple subsidiary companies
- Reconciling balance sheet and income statement accounts on a daily/monthly/quarterly/annual basis
- Preparation of quarterly/annual tax returns for 40 U.S. States, three U.S. territories, and the Internal Revenue Service
- Researching state/federal withholding requirements and tax law and regulation changes
- Writing and verbally communicating with various tax and regulatory agencies, auditors, divisional contacts across Transamerica, and business partners at Scor Global Life Americas

*References Available Upon Request*

# Jody A. Traut

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## Objective

Dedicated, motivated and organized individual applying for the position of office manager with USA Communications in order to support team members using professional communication, excellent cooperation and customer service skills for mutual growth and success of this company and staff

## Key Skills

20 + Years Customer Service	Report & Document Preparation	Proficiency in Accounting Principles
Telephony/Consumer Electronics	Advanced Excel Spreadsheet skills	Time Management & Prioritization
Create Office Procedure Manuals	Advanced Data Entry Experience	Motivated Team Player & Leader
Sales & Marketing Design	Meeting & Event Planning	Good Organizational Skills

## Experience

USA COMMUNICATIONS, Shellsburg, IA

Nov 2020 to Present

### ***Office Manager***

Supervises office & clerical staff. Over sees maintenance of machines and equipment and dispensing of supplies. Ensures reliable filing and safekeeping of corporate records. May direct routine account, bookkeeping and customer service activities. Marketing and Social Media duties. Serve as the manager of customer service and the billing process and handle complex customer issues and complaints.

USA COMMUNICATIONS, Shellsburg, IA

2016 to Nov 2020

### ***Accounting Assistant***

Daily Corporate Accounting & Bookkeeping	AP/AR Monthly Invoicing &
Tracking & Monitoring Departmental Expenses	Management Meeting Preparation & Support
WO/PO tracking & reconciliation	Subscriber Count reporting
Tax Reporting & Audit preparation Assistance	Extensive knowledge/experience of MACC
	Billing and Accounting Software

ATC COMMUNICATIONS, Atkins, IA

2005 to 2016

### ***Telephone/CATV/Accounting Administrator***

CHILDCARE PROVIDER, Atkins, IA

2002 to 2005

VERIZON/WORLDCOM, Cedar Rapids, IA

1998 to 2002

### ***Administrative Assistant III***

MCI CONSUMER MARKETS, INC, Cedar Rapids, IA

1992 to 1998

### ***Administrative Assistant***

MCI TELECOMMUNICATIONS, Cedar Rapids, IA

1990 to 1992

### ***Customer Service Professional***

## Education

THOMAS JEFFERSON HIGH SCHOOL, Cedar Rapids, IA

Graduated 1989

KIRKWOOD COMMUNITY COLLEGE, Cedar Rapids, IA

Enrolled 1989

***Various computer & software Technologies***

***General Liberal Arts Studies***