



Executive Office, City of Providence, Rhode Island

VINCENT A. CIANCI, JR.

MAYOR

June 25, 1998

The Honorable Members  
The City Council of the  
City of Providence  
City Hall  
Providence, RI 02903

Dear Honorable Members:

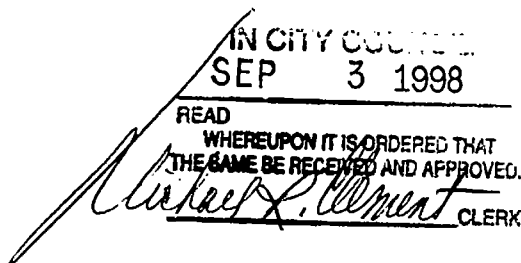
Pursuant to Section 302 (b) of the Providence Home Rule Charter of 1980 and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day reappointing Ms. Donna Capoverde of 76 Lorimer Avenue, Providence, Rhode Island 02906, a member of the Providence Public Building Authority for a term to expire in July, 2003 and respectfully submit the same for your approval.

Sincerely,



VINCENT A. CIANCI, JR.  
Mayor of Providence

VAC:cmh



IN CITY COUNCIL

AUG 6 1998

Received and Referred  
to the Committee on Finance

*Michael L. Clement*  
CLERK

THE COMMITTEE ON

*Finance*

Recommends

*Barbara A. Cairns*  
Aug 24 1998  
Clerk

DEPT. OF CITY CLERK  
PROVIDENCE, R.I.

JUL 2 9 51 AM '98

FILED

Executive Office, City of Providence, Rhode Island



**FILED**

JUL 2 9 37 AM '98

DEPT. OF CITY CLERK  
PROVIDENCE, R.I.

MICHAEL CLEMENT  
CITY CLERK

INTER OFFICE

JUL 2  
DEPT. OF  
PROV. I.

Donna M. Capoverde, CPA  
76 Lorimer Avenue  
Providence, RI 02906-3724  
(401) 331-5046

### **Career Summary**

Management professional with extensive, progressive experience in corporate accounting and administrative management. Seasoned in financial management and reporting, budgeting, general ledger operations and internal controls. Expertise in developing automated systems, enhancing organizational operations and streamlining processes. Strong organizational and communication skills.

### **Professional Experience**

#### **Chief Financial Officer, Little & Co., Inc., Providence, RI. (January 1991-Present)**

##### **Financial**

- Financial management including: financial statements, budget development, forecasting, cash management, cost analysis, accounts receivable, accounts payable, general ledger, taxes, and payroll.
- Reorganize financial procedures, resulting in streamlined operations, improving efficiency and accuracy.
- Facilitate the development, conversion, and implementation of fully integrated work-in-process inventory system. Supervise the development of custom software module, alpha testing and upgrade, improving accuracy and timeliness of inventory tracking.
- Evaluate and institute internal accounting control procedures.

##### **Management**

- Coordinate the cash management, financing, and external reporting functions.
- Facilitate coordination of the planning, purchasing and production scheduling functions.
- Oversee IS utilizing UNIX platform production system and Windows NT network.
- Coordinate the implementation of EDI and UCC bar-code systems required by major retail accounts.
- Oversee Accounting and Administrative staff, set hiring policy, appraise employee performance, and monitor compliance with company objectives.
- Develop policy and procedures manual, standardizing work rules for multi-functional departments.
- Develop and coordinate employee training programs.

#### **Senior Tax Supervisor, Ernst & Young, Providence, RI (July 1987-December 1990)**

- Prepared and reviewed tax returns for corporate and individual clients.
- Managed staff in the preparation and review of tax returns.
- Performed accounting services for large and small organizations in private industry.
- Conducted training for accounting staff.

#### **Accounting Manager, Handy & Harmon, Attleboro, MA (June 1984-June 1987)**

- General corporate accounting, supervision of accounts payable process, and daily audit of precious metals inventory.

### **Education**

Master of Business Administration - Accounting  
Bachelor of Science - Accounting

Bryant College, August 1997.  
University of Rhode Island, August 1989.

### **Professional Organizations**

President, Literacy Volunteers of America-Rhode Island  
Treasurer, Providence Public Buildings Authority  
American Institute Certified Public Accountants  
Who's Who Among Students in American Universities & Colleges 1997



**Executive Office, City of Providence, Rhode Island**

VINCENT A. CIANCI, JR.

MAYOR

June 11, 1998

The Honorable Members  
The City Council of the  
City of Providence  
City Hall  
Providence, RI 02903

Dear Honorable Members:

Pursuant to Section 302 (b) of the Providence Home Rule Charter of 1980 and Section 2 of Chapter 332 of the Public Laws, 1981, I am this day reappointing H. LeBaron Preston of 251 Olney Street, Providence, Rhode Island, a member of the Capital Center Commission for a term expiring in June, 2002.

Sincerely,

*Vincent A. Cianci*

VINCENT A. CIANCI, JR.  
Mayor of Providence

VAC:cmh

IN CITY COUNCIL  
SEP 3 1998

READ

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED.

*Michael R. Clement*  
CLERK

IN CITY COUNCIL

AUG 6 1998

Received and Referred  
to the Committee on Finance

Michael R. Clement  
CLERK

THE COMMITTEE ON

Finance  
Recommends

Be Received

Barbara A. Carrier  
Aug 24, 1998  
Clerk