

# Applicant 1

## Deputy Executive Director

Las Vegas, NV 89130

### **Career Consultant/Regional Director of Community Relationships/ Administrator/Partnership Development**

Boost Employment Opportunities | Raise Engagements | Community Connections

Identified as an active visionary builder. Known for teamwork and communication practices. Expertise in administering multiple locations. Acknowledged for exceeding organization metrics. Strength as efficient group leader, involved member of management team, utilizing core teach values. Adept in ensuring exceptional outcomes. Civic commitment to meet employers' needs. Proven to be thorough, accurate, and passionate innovator leading to success.

#### **Areas of Expertise**

• <b>Cost Recognition and Reduction</b>	• <b>Time Management</b>
• <b>Budget and Finance</b>	• <b>Problem Solving Skills</b>
• <b>Employer Relations/Community Development</b>	• <b>Program/Change Management</b>
• <b>Project Management/Workforce Solutions</b>	• <b>Strategic Partnerships</b>
• <b>Customer Service Skills/Trainer</b>	• <b>Workplace Diversity, Inclusion &amp; Sensitivity Training</b>

### **PROFESSIONAL EXPERIENCE**

**DeVry Education Group, Henderson, NV**

**Dean of Campus & University Partnerships /Group Director of Career Services, (managed 5 Campuses)  
2015 – 2022**

#### **Administration/ Due Diligence/Leadership**

- Managed Teams NV, and CA in charge of Financial Aide, Enrollment, Student/Career Services and Academics.
- Built and managed an effective on site and remote Units that allowed strategic coverage in under-staffed locations.
- Worked with employment development organizations on local and state level, resulted in increased Veterans hiring through employer partners.
- Forecasting to continually meet budget and other growth metrics for my locations
- Coordinated Advisory Board meetings, enabling administrators to gather credible employer feedback; and created Internship opportunities for students.

#### **Advising/Mentoring**

- Built and managed an effective resume and interviewing workshop series, which spawned more staff and student involvement in employment readiness. Career Coaching, Team Dynamics.

# Applicant 1

## Deputy Executive Director

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- Introduced students and graduates to Skype, Zoom interview options which increased potential employment opportunities in the Silicon Valley for DeVry students.
- Utilized Career Fairs and “Employer Spotlights,” increasing student visibility with employers.

### **Sales/Marketing**

- Improved brand recognition through diversity partnerships in cities throughout my territory, impacting employer engagement in additional training programs for their staff.
- Utilized curricula to offer Boot camp training to employers, and their employees, capitalizing on education benefits

### **Heald College Salinas, CA**

#### **Director of Career Service**

**2012 – 2015**

- Working with local employment development organizations on local, county and state level
- Provided Career Coaching, helped to implement Get A Job Kit into all Heald CS departments
- Contracted with Women’s Empowerment Organization in Sacramento and its’ Founder.
- Worked with Agriculture industry on local education initiatives, resulting in curricula changes and increased enrollments.
- Through aggressive hiring of bi-lingual staff we increased graduate employment numbers from 38% to 72%, year 1.

### **Academy of Healing Arts /AHA**

**Las Vegas, NV**

#### **Director of Career Services & Student Development**

**2009 – 2012**

- Managed and directed the job placement process of 600 student graduates in the Allied Health and Massage Therapy programs. Tracked and forecasted placement percentages to exceed accreditation requirements and state licensure rates
- Provide resources to students/graduates, assisting in career growth and employment search.

### **Education**

MEd Instructional Design, Western Governor’s University completion August 2022

BA Business Administration/ Operations & Project Management, Southern New Hampshire University

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### Professional Development

#### Certifications

Pacific Institute Company Trainer, Certification  
Certificate in Private Postsecondary Financial Aide  
Certificate in On-Line Resources for Job Placement  
Diversity, Equity & Inclusion - Certification

#### Affiliations and Associations

Boy Scouts of America Southern Nevada, VP of Diversity & Inclusion, Board Member  
Northern California HR Association Member  
Loaves, Fishes, & Computers Community Charity Organization Board of Director  
Community Alliance for Safety and Peace (CASP), City of Salinas, CA

#### Community Service

Appointed Member of NV Governor's Advisory Commission on Minority Healthcare 2012-2015  
Excellence in Education Award from Urban Chamber of Commerce Las Vegas, NV 2019

# Applicant 2

## Deputy Executive Director

September 12, 2022

Nevada State Board of Cosmetology  
Attn: Andrew Helms, CFO  
8945 W. Russell Road, Suite 100  
Las Vegas, NV 89148

Re: Executive Director/Deputy Executive Director

Andrew Helms, CFO:

Please find enclosed a copy of my resume' for consideration for the positions of Executive Director/Deputy Executive Director.

As demonstrated by my resume', I have an immense amount of experience working for Nevada's citizens at the federal, state, county, and city levels. I have experience in regulatory compliance and consumer protection as an auditor/supervisor of an audit/compliance division, senior executive management of government revenue and regulatory agencies of overall statewide management of operations and personnel, conducting administrative hearings, leading regulations workshops, testifying before the Nevada Legislature, its subcommittees, and interim finance committee, and Nevada Board of Examiners related to changes in government programs and related financial augmentation and budget requests, Nevada Revised Statutes and Nevada administrative code regulations, state budget preparation, and performance indicators.

Additionally, I have had the tremendous honor of serving the State of Nevada as a former Deputy State Treasurer over the receipt of, and audit, and daily accounting of over \$200 million of unclaimed property statewide, as a Nevada Department of Business and Industry (B& I) Administrator, Unclaimed Property Division, as the Deputy Administrator of the Division of Industrial Relations (DIR) with 200 personnel and \$50 million budget, and Deputy Administrator of Operations for Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division, responsible for the operations of 35 offices and 300 personnel with a budget of \$110 million statewide.

Importantly, I have experience as a state agency head for B & I and have been formally trained as a hearing officer by the Nevada Attorney General's Office, and conducted several administrative hearings in accordance with NRS 233B on behalf of the Department of Business & Industry's other agencies. Especially, I conducted administrative hearings for DIR's workers' compensation section, Manufactured Housing Division, Real Estate Division, and more importantly, the Labor Commissioner. I conducted these hearings while also serving in the appointed positions as a B & I administrator, DIR assistant administrator, and deputy state treasurer. I was an appointed Hearings Officer within DETR conducting federal Social Security administrative appeal hearings making medical disability determinations concerning SSI and SSDI along with the claimant's dispute with the federal government over such benefits, adjudging these disputes and drafting decisions and orders that could be appealed in federal court.



# Applicant 2

## Deputy Executive Director

Further, as deputy state treasurer/unclaimed property, I was also responsible for the drafting and complete re-write, revision, and testifying before the 2001 Legislature concerning NRS 120A of which had not been reviewed since 1981 when the Act was formerly adopted by Nevada. These modifications changed the dormancy periods for holding property and incorporated the changes in caselaw over the past twenty (20) years at that time. As an assistant/deputy administrator, I was completely involved in and responsible for the development and oversight of all agency operations, day to day activities, and overall budget including personnel, equipment, purchasing, revenues/expenditures and proposed bill drafts. Also, I provided testimony in support of related program objectives, goals, performance indicators, and the overhaul, replacement, and amendments to agency statutes and regulations.

Prior to those government positions, I was chief operating officer, an auditor, budget and management analyst, licensing chief and department director. Over the last twenty plus (20) years, I have worked in the legal field including for a federal judge, two (2) state court judges, and in the private sector as an associate/directing attorney at a family law firm and general practice law firm, as a legal aid attorney and pro bono coordinator at a federal legal aid law firm representing low-income individuals, and a corporate defense firm for workers' compensation insurance defense, subrogation and OSHA defense.

As the chief operating officer for Nevada Business Services (NBS), a federally funded employment training program, I was fundamentally and primarily responsible for assisting the executive director in the overall administration and supervision of individual program managers in developing and meeting state and federal mandates, meeting with federal government officials and requesting federal funding, budgeting and accounting there, audits, and implementation of adult and youth development and employment programs for participants.

I have the experience of working in public and private sectors in various senior executive management positions while collaborating with multiple stakeholders, professional staff and support staff in achieving agency goals and outcomes. I firmly believe that the combination of my past experiences in the Department of Business and Industry, DETR, and the State Treasurer's Office, my legal experience, and my financial and auditing background has provided me with the knowledge to assist you in this important and much needed delivery of government services throughout the State. Similarly, my educational and professional background of a law degree and an MBA, along with practical knowledge and professional work experience will serve the citizens of the State of Nevada well.

Best regards,

# Applicant 2

## Deputy Executive Director

Las Vegas, NV

### Summary

Seasoned, versatile, and results-driven senior executive professional with 20+ years government/business experience applying legal knowledge, administration driving operational improvements, human resources management, and program strategy planning that accelerate productivity, quality, and strategic business partnerships to exceed organizational goals.

### Education

#### **Juris Doctorate**

William S. Boyd School of Law, UNLV  
Las Vegas, NV

#### **MBA, Executive Computer Mgmt.**

National University  
San Diego, CA

#### **B.A., Criminal Justice/ minor: Sociology/**

#### **major coursework: Accounting, Computer Science**

University of Nevada Las Vegas  
Las Vegas, NV

### Licenses & Certifications

Attorney, U.S. Virgin Islands Bar  
Attorney, U.S. Virgin Islands Federal  
District Court Bar

Attorney, State Bar of Nevada (inactive)

Attorney, United States Tax Court Bar

Attorney, U.S. Third Circuit Court of  
Appeals

Attorney, U.S. Ninth Circuit Court of  
Appeals

Attorney, U.S. Immigration Courts

Attorney, U.S. Veterans Administration  
Bar

Hearings Advocate, Nevada Worker's  
Compensation

### Areas of Expertise

- Policy and Operations Management
- Legal/Regulatory Compliance
- Staff Management
- Information Systems
- Finance & Budgets
- Procurement
- Human Resources Management
- Program Administration

### Accomplishments

- Purposeful leader with expertise in operational management, legislative initiatives, strategic planning, HR, compliance, and staff development.
- Managed high-performing teams and tracked performance to secure cross-functional learning opportunities.
- Expanded client network, built profitable partnerships with external affiliates, and increased business growth.

### Professional Experience

#### **Hooks Meng & Clement, PLLC, Las Vegas, NV** **Law Firm Administrator/Hearings Advocate**

**2018 – 2022**

Managed law firm operations, communications, budgets, and developed progress mechanism to achieve firm goals. Updated and negotiated contracts, acquired equipment and purchases, implemented marketing strategies, managed legal issues, HR activities, payroll, benefits, AR/AP activities, OSHA and safety standards, IT implementations, and monitored leadership approvals. Facilitated responses for depositions, subpoenas, oppositions, briefings, and made court appearances on behalf of employer, insurers, and third-party administrators. Counseled attorneys on case strategy, civil procedures, and resolved issues. Facilitated monthly team meetings, administrative guidance, and billing/collections reports. Supervised staff, conducted performance reviews, training, and led recruiting efforts.

- Recognized for increasing firm revenue while exceeding legal expectations for clients.

#### **Nevada Rehabilitation Division, DETR, Las Vegas, NV** **Deputy Administrator of Operations**

**2/2017 – 12/2017**

Provided direct oversight of all Division programs and legislative initiatives that included statewide planning, coordination, and delivery of services to clients. Monitored budgetary/fiscal processes, grants management, internal controls, data compilation activities, policies and procedures, procurement, inventory, and state and federal compliance reporting. Curated fiscal notes, regulatory documentations, policies, and operational procedures for application.

- Managed an operating budget of \$101.8M and 300 FTE for the delivery of program planning and implementation of statewide initiatives.

Conducted administrative hearings, issued Social Security disability determinations, and appeals for clients obtaining disability benefits and advocacy. Draft and approved hearing officer decisions that included analysis of evidence and findings, medical reviews, and conclusions. Acquired Social Security Administration Adjudicator training to efficiently conduct quality reviews, reconsiderations, redeterminations, and prehearings. Collaborated with team members and external business affiliates to exceed client expectations.

- Instituted compliance adherence and federal mandates to efficiently process, adjudicate, and document cases.

Served as point of contact for legal case analysis and management, conducted legal and factual investigative oppositions. Managed client budgets, compliance requirements, and recorded case processes. Curated legal documents that included motions, oppositions, and pleadings. Facilitated responses for depositions, subpoenas, oppositions, and briefings. Produced lecture materials and exhibit compilations for worker's compensation seminars, and civil subrogation occurrences. Made court appearances on behalf of employers, insurers, and third-party administrators. Supervised office administrative staff, delegated assignments, coordinated team trainings, and conducted performance evaluations.

- Accurately draft legal briefings and provided oral arguments on behalf of clients meeting or exceeding expectations.

## **Additional Experience**

**Deputy State Treasurer**, Office of the State Treasurer, State of Nevada, Unclaimed Property, Las Vegas, NV

**Administrator**, State of Nevada, Unclaimed Property Division, Las Vegas, NV

**Assistant Administrator**, State of Nevada, Division of Industrial Relations, Las Vegas, NV

**Chief of Operations**, Nevada Business Services, Las Vegas, NV

**Director of Operations**, McFarling Law Group, Las Vegas, NV

## **Available Upon Request**

Achievements  
Memberships  
References

# **Applicant 2**

## **Deputy Executive Director**

# Applicant 3

## Deputy Executive Director

Las Vegas, NV 89138

### EXPERIENCE

**Humboldt County Alternate Public Defender** 2020-2022

Humboldt County  
33 W. 4<sup>th</sup> St., #10  
Winnemucca, NV

Reason for Leaving: Returned to Las Vegas

Represented indigent clients in criminal, juvenile and dependency proceedings, prepared budgets, supervised staff and managed office.

**Attorney** 2009-2020

Penney Law Firm  
2800 W. Sahara Ave., #7C  
Las Vegas, NV

Reason for Leaving: Accepted Humboldt Co. position

Founded general practice firm providing accessible, individual and specialized client services with concentration in criminal defense, transactions, personal injury and Indian law.

**Director** 2010-2015

**Chairman of the Board** 2011-2013

Grand Canyon Resort Corporation/Hualapai Tribe  
941 Hualapai Way  
Peach Springs, AZ

Reason for Leaving: Tribal Council became the Board

Served on GCRC board overseeing economic development and tribal tourism operation at the Grand Canyon and on the Colorado River. Visitation steadily increased every year and the business grew to the benefit of the Hualapai Tribe and its membership.

**Attorney** 2007-2009

Edward M. Bernstein & Associates  
500 S. 4<sup>th</sup> St.  
Las Vegas, NV

Reason for Leaving: Started my own firm

Handled substantial caseload with plaintiff's personal injury firm. Consistently achieved outstanding results for clients and enjoyed positive feedback from support staff, insurance adjusters and attorneys

# Applicant 3

## Deputy Executive Director

### **Attorney**

2006-2007

Lewis Brisbois  
800 S. 4<sup>th</sup> St.  
Las Vegas, NV

Reason for Leaving: Accepted position with Bernstein

General liability and employment practice included premises liability, products liability and harassment and discrimination claims. Representative clients included Las Vegas Valley Water District.

### **Partner**

2003-2006

Earley Rourke Penney  
7201 W. Lake Mead Blvd.  
Las Vegas, NV

Reason for Leaving: Firm dissolved

Civil litigator primarily responsible for diverse caseload including medical malpractice, insurance defense, premises liability, contract and commercial issues.

### **Chief Judge**

2002-2003

### **Community Prosecutor**

1997-1998

Ak-Chin Indian Community  
45525 W. Farrell Rd.  
Maricopa, AZ

Reason for Leaving: Moved to Las Vegas

Presided over and administered the Ak-Chin Indian Community Court. Trained court staff. Drafted and managed court budget. Prosecuted cases on behalf of the Community. Advised tribal police. Drafted code revisions and advised Tribe on ethical, gaming, employment, contracts and liability issues.

### **Chief Prosecuting Attorney**

1998-2002

### **Gaming Commissioner**

2000-2002

Fort McDowell Yavapai Nation  
17661 E. Yavapai Rd.  
Ft. McDowell, AZ

Reason for Leaving: Appointed Ak-Chin Chief Judge

Assigned cases, coordinated trial preparation and conducted trials. Sought, utilized and administered grants and contract funds from all sources. Prepared and managed the annual budget. Wrote speeches for Tribal Council. Regulated gaming within the Nation to promote integrity, prevent unlawful conduct, and strengthen tribal self-sufficiency. Familiar with tribal, state and federal gaming laws and agencies. Participated in tribal economic development.

# Applicant 3

## Deputy Executive Director

### EDUCATION

Legal FSU College of Law - Tallahassee, FL - Juris Doctor

Undergraduate UNC-Charlotte - B.A. Political Science, *Cum Laude*

University of Toronto - Toronto, ON - B.S. Psychology

### REFERENCES

Verrin T. Kewenvoyouma, Esq.

Robert D. Rourke, Esq.

Bernadine Burnette, President, Ft. McDowell Yavapai Nation

# Applicant 4

## Deputy Executive Director

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***~ An Eclectic Thinker, Pursuer of Seeing the Greatness in Everyone while Creating a People Friendly, Safe, and Productive Environments. ~ Detail Oriented, Visionary, Analytical, Collaborative, Servant Leader, Problem Solver, Committed to Excellence, Natural Motivator and Results Driven Professional.***

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### CORE COMPETENCIES

- Dynamic Leadership Skills
  - Amazing Work Ethics with Proven Results
  - Spearheading Key Projects, Initiatives
  - Providing Employee Training & Support
  - Building and Maintaining High Performing Teams
  - Providing Advice/Counsel to Staff
  - Effective communicator and negotiator
  - Natural Born Solutionist – Problems = Opportunities
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### PROFESSIONAL EXPERIENCE

#### Metamorphosis Hair Ink

September 2010 – May 2022

Director of Human Resources and Operations

- Participate in talent management areas like, recruiting, succession planning, hiring and training employees
- Plans and conducts new employees' orientation to foster positive attitude towards organizational goals
- Design, analyze, lead, manage, and evaluate diversity, equity, and inclusion projects
- Provide coaching consultation regarding organizational management practices to help develop staff and lead the execution of change management plans
- Effectively communicated the company's agenda and supported employees in various HR related topics and used exceptional organizational skills, strong professional and interpersonal judgment
- Facilitated performance evaluations, handle disciplinary issues, and termination of employees according with Metamorphosis Hair Ink policy
- Foster a culture of performance, accountability, and collaboration for all employees
- Collaborated with the marketing team to develop ways to promote services within the organization and improve customer service and satisfaction of clients
- Analyze complex proposals and made recommendations while using data to make conclusion that supports operational decision-making
- Plan, direct, control, implement, evaluates, monitor, and forecast various budgets to achieve financial objectives of Metamorphosis Hair Ink
- Handle purchasing, payroll, inventory for all supplies using QuickBooks and Excel
- Identify and resolve operational issues using policy and procedure and coordinating special projects using cross functional teams

# Applicant 4

Metamorphosis Hair Ink

September 2007 -August 2010

Hairstylist/ Salon Manager

## Deputy Executive Director

- Providing all services offered by the salon, which includes hair cutting and styling as well as hair removal and beauty treatments.
- Recruiting salon staff that meets mandatory educational and licensing requirements.
- Preparing work schedules for salon staff.
- Setting goals for each staff member, evaluating staff performance, and providing training and overall guidance.
- Monitoring salon supplies and equipment and ordering new stock as needed.
- Creating and distributing promotional material to attract new clients.
- Addressing and resolving client complaints regarding salon services and employee behavior.
- Processing clients' payments and maintaining accurate financial records.
- Ensuring that the salon is clean and well-maintained at all times.

### **EDUCATION**

Union University

**MASTER'S IN BUSINESS ADMINISTRATION**

**Concentration in Executive Leadership**

Union University

**BACHELOR OF SCIENCE in ORGANIZATIONAL LEADERSHIP**

**Concentration in Organizational Management**



# Applicant 5

## Deputy Executive Director

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An experienced leader in higher education and operations management with demonstrated strengths in data analysis and the creation and implementation of process improvements. Highly skilled in handling complex tasks in a timely and efficient manner while providing opportunities for my team to assist in growth opportunities. Project management and succession planning are at the forefront of my skill set and a point of pride in analyzing my job performance.

### EXPERIENCE

**MAY 2022 – PRESENT**

**FINANCIAL SERVICES SUPERVISOR, WESTERN GOVERNORS UNIVERSITY**

Responsible for the daily management of employees, including hiring, motivating, training, coaching, and counseling. Works to assist the Financial Services Director with the development, analyses, and implementation of starting, training, processing, and reward programs.

**OCTOBER 2021 – MAY 2022**

**SR. FINANCIAL AID SPECIALIST, AMBOW EDUCATION**

Assisted the Financial Aid Director with the awarding and disbursing of federal and third-party student fund sources while maintaining strict compliance with institutional, state, and federal policies. Served as the point person for the development of new policies and procedures in order to improve operations, which led a decrease in audit findings and improved times from enrollment to financial aid packaging.

**September 2018 – July 2021**

**SR. ASSOCIATE DIRECTOR OF FINANCIAL AID, UNIVERSITY OF NEVADA – LAS VEGAS**

Assisted the financial aid director with the awarding and disbursing of federal and third-party student fund sources while maintaining strict compliance with institutional, state, and federal policies. Served as the point person for the development of new policies and procedures in order to improve operations, which led to a decrease in audit findings and improved times from enrollment to financial aid packaging

**JULY 2005 – MARCH 2018**

**MARKET BUSINESS OPERATION MANAGER, CAREER EDUCATION CORPORATION**

Responsible for the fiscal operations of multiple campuses in the Las Vegas, NV market. additionally, I was tasked with handling all campus operations in the absence of the campus president. documented success in improving financial aid packaging rates, reducing costs, and improving student recruitment and retention.

# Applicant 5

## Deputy Executive Director

### EDUCATION

JUNE 2012

**MBA**, AMERICAN INTERCONTINENTAL UNIVERSITY

MONTH YEAR

**B.A. AMERICAN STUDIES**, UNIVERSITY OF MARYLAND – COLLEGE PARK

### SKILLS

- Project Management
- Succession Planning
- Salesforce CRM
- Banner
- Microsoft Office
- Google Workspace
- Workday
- PeopleSoft

# Applicant 6

## Deputy Executive Director

Nevada State Board of Cosmetology Hiring Manager/Recruitment Coordinator:

For your consideration, I am applying for the open Deputy Executive Director position with the State Board of Cosmetology. My name is \_\_\_\_\_ and I believe I have the skillset you are looking for in order to serve as a strong, dynamic and efficient senior leader to serve the people of the State of Nevada. I have 17 years of progressive management experience with an emphasis in operations as well as project administration and oversight behind me. I regularly met with and collaborated with staff, officials and senior leadership as the primary point of contact for operational transactions in both union and non-union environments as the General Manager or higher for the better part of the past ten years.

I have served in a management capacity since 2005 working for the 3000-room, union-affiliated Las Vegas Hilton. I graduated from one of the finest hospitality schools in the nation where I received a degree in Communication Studies before attending Law School at the William S. Boyd School of Law and receiving my JD. I have recently graduated from the Lee Business School at UNLV where I received my Executive MBA. After law school, I made the decision to pursue a career in hospitality because I genuinely wanted to serve my community. My first entry-level position for the F&B department at the Las Vegas Hilton, helped me understand that I had a future in this industry. I knew this because the money was terrible and the hours were long and challenging; and yet, every day, I loved coming to work. Every day for me was an opportunity to make a difference. Every day was an opportunity to listen, to educate and to train with an eye towards problem-solving, growth and development.

I believe a true leader inspires others by building trust and collaborative relationships. In addition to my experience at the Las Vegas Hilton, I was the Bar Manager for the 5-star, 5-diamond Beverly Hills Hotel and have successfully managed diverse teams from 30 to well over 100. I have a passion for public service. My background in hospitality puts me in a unique position to cultivate a team member's experience that is dynamic and unique, where everyone feels not only truly welcome but also important and necessary. I have the specific skillset you are looking for with respect to staff supervision and development as well as experience reviewing and analyzing labor contracts in a collectively bargained environment. I have a strong background in marketing, analyzing trends/forecasting, as well as in developing and implementing training practices and procedures and guest/customer relations.

I know the distinct difference between a job and a career. I have chosen a career in service because that genuinely makes me happy. My goal as a leader is to convey that passion to my team and the valued members of our community by bringing my experience to the private sector. My goal is to seat as many guests as possible at the table because I know that is the best path forward for us who care to serve our community. I am incredibly motivated with the will to succeed and the positive attitude to do so with an honest and genuine smile on my face.

I look forward to your correspondence and can provide references upon request.

Regards,

# Applicant 6

## Deputy Executive Director

Senior level hospitality executive with a passion for leading with care and a strong understanding of the value of service to others.

### **EXPERIENCE:**

#### **Director of Residential Dining**

##### **CHARTWELLS HIGHER EDUCATION 2021 -PRESENT**

Director in charge of residential dining account with over 15 million in annual revenue located at the University of Nevada Reno. Direct responsibility of daily operations, including scheduling staff, recruiting and onboarding, training and development of hourly as well as salaried management. This particular role also included the development of several Covid operations protocols and implementation of safety and sanitation guidelines in order to maintain successful operations; keeping staff, students and faculty safe, while protecting the assets of our company and more importantly, keeping our doors open during such a challenging time. My role also included opening a brand new dining hall on campus, developing a new retail concept as well as collaboration with various campus organizations, groups, including faculty/staff as well as relationships with administrators providing direction for the future of hospitality and campus dining.

#### **General Manager**

##### **INSPIRE BRANDS/BUFFALO WILD WINGS 2019 -2021**

Plan, coordinate and manage all business operations to achieve corporate goals. Develop and implement business plan for profitability. Assist in budget preparation and expense management activities. Evaluate the effectiveness of marketing program and recommend improvements. Develop strategies to improve overall quality and productivity. Schedule regular team meetings to disseminate information, seed feedback and respond to employee concerns in timely manner. Provide direction and guidance to employees in their assigned job duties. Determine staffing requirements and ensure positions are filled promptly. Assist in employee recruitment, training, performance evaluation, promotion and termination activities. Manage orientations and exit interviews for employees. Ensure that employees follow company policies and procedures. Manage administrative, logistical, human resources, and accounting services to support company operations.

#### **Director of Operations**

##### **VEGEMATION LAS VEGAS/LEV GROUP 2018**

Ensure efficiency of day to day operations for one of the most successful vegan restaurants in Nevada. Multi-unit supervision of General Managers, Executive Chefs and leadership training for managers at multiple locations. Develop and foster implementation of Operations protocol. Chief P&L responsibility with daily and weekly analysis of labor and revenue projections. Coordinate monthly special events, daily kitchen specials, repair and maintenance requests while fostering an environment of positivity, leadership and community engagement.

#### **General Manager**

##### **WOLFGANG PUCK by Delaware North at LAX 2016-2018**

Direct oversight and responsibility of a unit located in the 4<sup>th</sup> busiest airport in the world with gross revenues of over 6 million dollars for a parent company with 3 billion in domestic and international revenue. Contribute to growth and profitability by effectively managing all aspects of FOH, BOH and retail operations including: control staffing levels while maintaining the highest quality customer care, make operational decisions, carefully balancing business needs with corporate directives, responsible for ensuring associate safety, compliance with sanitation and health department standards, supervise and develop Supervisors, Assistant Managers and a Kitchen Manager in addition to over 40 hourly union staff, forecast revenue and develop consistent budget/labor reports based on established parameters and careful analysis of guest travel and purchase patterns, train and develop associates with an emphasis on service that is both expeditious and highly guest oriented.

#### **General Manager -Westwood**

##### **PITFIRE ARTISAN PIZZA 2014-2016**

Trained, coached and developed management as well as FOH and BOH staff, including communicating values, strategies and objectives; appraising job results, developing incentives and fostering an environment of success and hospitality for the #1 ranked independent pizzeria in the United States. Ensure customers receive superior service by recruiting and training staff, developing proactive relationships within the community and coordinating efforts with respect to our corporate goals. Accomplish objectives by setting reasonable budgets, accurately measuring results and allocating resources in an efficient and profitable manner.

## **Manager Hospitality Services –Multi Unit**

### **THE UNIVERSITY OF SOUTHERN CALIFORNIA 2012-2014**

Manage all aspects of food and beverage dining operations as well as responsibility for financial performance in a high volume on-campus sports and entertainment Bar and Grill, including primary responsibility for concessions at USC baseball games. I regularly monitored employee performance; providing feedback and documentation where necessary; always with the intention of developing and cultivating an unparalleled model of excellent service. Scheduled full-time union and student staff accordingly while maximizing productivity within acceptable labor parameters. I worked directly with the AD for Marketing to ensure optimal exposure and high visibility for special programs and events. I developed marketing calendars which included day to day coordination of social and traditional media including the campus radio station, newspaper and regular outreach to the Residence Halls. Additionally, I coordinated with student organizations to host private special events, including fundraisers. I developed brand new food and beverage menu concepts. I also covered regular management shifts for the campus retail, gastropub, and fine dining operations.

## **Bar Manager**

### **THE BEVERLY HILLS HOTEL 2010-2012**

Bar NINETEEN/12 - Manage day-to-day operations of a luxury high end Ultra Lounge in a 5 Star 5 Diamond property. Sole responsibility for schedules, revenue management, inventory, progressive discipline, hiring and training of new employees, all guest related issues for some of the most particular and exclusive clientele in our industry, booking events and entertainment, as well as creative influence on menu changes. I coordinated with marketing and sales representatives in an effort to increase sale/revenue and lower costs. On a regular weekly basis, I also covered fine dining management shifts in the world famous **Polo Lounge. Cabana Café**- Assistant Manager for two very high-volume outlets. Assisted with scheduling, menu changes, progressive discipline. My primary responsibility was as a floor manager maintaining consistency with operations and employee training/evaluation in an effort to improve outlet functionality and efficiency. In this capacity, I also occasionally covered manager shifts in our **Room Service** division.

## **Assistant F&B Manager**

### **THE LAS VEGAS HILTON 2005-2010**

Responsible as a floor manager of over 120 employees at over 9 dining outlets (including quick service and fine dining) and 12 bars in the Las Vegas Hilton with respect to scheduling, payroll management, inventory control, guest issue resolution, balancing personalities and contributing to a team environment while respecting collectively bargained employee guidelines.

## **EDUCATION:**

### **UNLV Lee School of Business Executive MBA 2019-2020**

Degree conferred- Executive MBA January 2021

### **UNLV William S. Boyd School of Law 1999-2003, 2019**

Degree conferred- JD December 2019

Student Bar Association Secretary; President and founding member of the Sports & Entertainment Law Association; Student member of the Federal Bar Association

### **University of Nevada Las Vegas 1993-1999**

Degree conferred- BA Communication Studies/Journalism

Emphasis in Broadcast Journalism; Degree conferred Aug-1999; Minor in English Literature

Served as Student Body President 1998-1999 managing a budget of \$800,000 in student funds as the administrative and legal head of UNLV Student Government; Alumni Association; Who's Who Among Students in American Colleges and Universities 1997-1998; Delta Chi Fraternity founding member; offices held include: Chapter President, Director of Philanthropy, Recruitment and Alumni Relations

**Applicant 6**  
**Deputy Executive Director**

# Applicant 7

## Deputy Executive Director

### Work Experience

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#### **General Manager/Area Manager**

Kappa Toys / Area 15 - Las Vegas, NV  
October 2021 to Present

- Opening and Closing duties/ Cash management plus bank deposit transactions
- Schedule Management
- Recruiting new talent and interviewing
- Sales and Operations Leadership
- Coaching and motivating our Sales Associates
- Enforcement of disciplinary actions through company policies and procedures
- Payroll management
- Managing store deposits and change orders
- Inventory and stock management
- Visual merchandising plus developing marketing strategies to support the business
- Managing a team of 13 associates and 4 Store Managers
- Business planning and Project Management of building revenue
- Achieving monthly and weekly sales goals
- Managing 3 locations and two teams in Las Vegas
- Warehouse and order fulfillment
- Ordering merchandise to fulfill and achieve the overall monthly sales
- Achieving Store goals and bonuses
- Creating plus writing the Store Manual

#### **Senior Assistant Store Manager**

The D Hotel Gift Shop / Marshall Retail Group - Las Vegas, NV  
November 2020 to October 2021

I am an Senior Assistant Store Manager that assist with the store functions. Here are a list of duties for the position:

- Opening and closing store procedures
- Cash plus bank deposit transactions
- Stock and inventory management plus ordering inventory
- Coaching the team on how to understand KPI(Key Performance Indicators) behaviors
- At a Glance Team coaching on sales plus conversion rates
- Store resets for promotions and advertising
- Customer Service plus link selling and building client relationships
- Schedule Management through Store force Applications
- Interviewing plus hiring potential candidates'
- Payroll management

# Applicant 7

## Deputy Executive Director

- Talent Recruiting and Training

### **Account Manager/Customer Service**

IGK Hair, Kosas Cosmetics - Chicago, IL  
November 2019 to April 2020

I was a Coordinator that managed a territory of 9 Sephora Locations in Chicago. I planned and operated focus days and store generated events. I partnered with the Management and cast members. Managed plus exceeded weekly and monthly sales goals through store visits, clients consultations and demos, plus one selling and building relationships. Monthly Schedule building, Team Management, and Customer Service

### **Account Coordinator**

Paula's Choice Skincare - Chicago, IL  
January 2019 to October 2019

I was a Coordinator that operates Nordstroms locations in the city and suburbs. I teach and educate the staff on the product and how to better assist their customer. I build partnerships in store, which maximizes the business plus residual sales. I also help assist the guest with consultations. Build client relationships as well when I am in store. Plan out spa days and event days as well as partnering with other vendors within these locations. Makeup application and mini facial demos plus Customer service. Meeting weekly and daily sales goals.

### **Sales Coordinator**

Stila Cosmetics - Chicago, IL  
April 2017 to August 2018

I was a Coordinator. I had 9 Ulta/Sephora doors/locations that I over see in the city. My job responsibilities are to train and educate the team in each store with a retention program. This maximizes residual sales in store. Assist the guest within the location. Coordinate store generated events and focus days. Plus manage the inventory. Meeting weekly and daily sales goals. Assist clients with Makeup applications and consultations with every store visit.

### **Trainer/Sales Coordinator**

Glam Glow - Chicago, IL  
February 2016 to May 2017

I trained and educated cast members in Sephora. I am a representative of the brand. It is to give them awareness and to have better knowledge of the brand. This increases sales and revenue for the store. This is an important tool within Sephora. I also assist with daily sales per store visit. Client consultations and makeup demos upon request.

### **Freelance Makeup Artist/ Sales**

MAC Cosmetics - Chicago, IL  
October 2007 to February 2016

#### Responsibilities

Customer service is a priority. Client Consultations with skincare and makeup. Discovering a clients needs through system and plus one selling. Thirty minute makeup demo and makeup applications via appointment for events. I assisted multiple locations in the Chicago city and suburbs. Customer Service and building relationships not only with the clients but with each team. Light cleaning and sanitation duties.

# Applicant 7

## Deputy Executive Director

### Education

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#### **License in Cosmetology**

Pivot Point Academy - Evanston, IL

May 2006 to October 2006

#### **Bachelor's degree in Business Management**

Forest Park College - St. Louis, MO

January 2001 to June 2005

### Skills

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- Sales (10+ years)
- Training (5 years)
- Customer Service (10+ years)
- Account Management
- Senior leadership (2 years)
- Schedule Management
- Store Management Experience
- Supervising experience
- Recruiting
- Interviewing
- Operations management (2 years)
- Profit & Loss
- Order Fulfillment
- Business analysis (2 years)
- Project Planning

### Certifications and Licenses

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#### **Esthetician License**

##### **Tam Card Nevada**

July 2021 to July 2025

Alcohol awareness Card

##### **Sheriffs Work Card Nevada**

August 2021 to August 2026

Non Gaming Card Nevada

##### **Notary Public**

November 2021 to November 2025

Certified and appointed Notary Public in the state of Nevada



# Applicant 8

## Deputy Executive Director

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### PROFESSIONAL PROFILE

**Business Management.** who possess an entrepreneurial spirit and the relentless drive needed to lead a business. Working knowledge of business marketing and financial management strategies for driving growth and profitability. Self-reliant individual with a track record of problem solving, quick thinking, and resolving complex issues.

#### *Business Management Knowledge & Skills*

- Strategic Marketing Plan
- Leadership
- Cash Flow Management Strategies
- Employment Law
- Inventory Control
- Human Resources
- Bilingual
- Debt Management
- Capital Budgeting
- Auditing
- Break-Even Analysis, Profit and Loss
- Payroll
- Advanced PC Skills
- Social Media Marketing Basics
- Data collection and Reporting

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### EDUCATION

**Dual Degree in Master of Health Administration/ Master of Business Administration** – University of Phoenix May 2021

*Key Courses:* Business Structure, Planning, Funding, Evaluating New Business Opportunities, HR Management, Business Marketing, Accounting, Data Analysis and Business Analytics, Healthcare Strategic Management, Organizational Leadership.

#### *Student Projects*

- Management/ Project Planner
- Human Capital Management/ Employment Strategy
- Financial Management in Health Care/ Comparative Summary

**Philologist, Teacher of Russian Language and Literature, and English Language with a Specialization in Philology**- Maimonides

State Classical Academy, Moscow, Russian Federation.

June 2007

*Key Courses:* English Language, Russian Language, Hebrew Language, Literature, Pedagogy.

#### *Student Projects:*

- The Dative Case in the Nominative Absolute Participial Construction in Old Slavonic in Comparison with Greek and Latin
- Hebrew Language/ Practical Course

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### EXPERIENCE

**TW Culture** – Las Vegas, NV

April 2017- Present

#### *Founder/CEO*

- Hired and trained employees arranged and managed schedules for the team.
- Worked with the suppliers, created and implemented marketing and advertising strategies, supported the company's revenue goals, managed finances.
- Made most of the sales and increased the company's revenue up to \$300,000 per year, managed shipping to the customers, did accounting, audit, prepared and processed business and tax documents.

**American Male Wellness**– Las Vegas, NV

March 2019 – March 2020

#### *Healthcare Administrator*

- Billing: managed the company's operations and finance.
- Ordered and maintained office and medical supplies, equipment, and medications.
- Coordinated care with clinical staff, trained staff members.
- Controlled visit notes, scheduled appointments, increased patient flow.
- Collected and filed documents ensuring accurate reporting.
- Provided administrative support, arranged and managed schedules, handled logistics.

**Expo Enterprise**– Las Vegas, NV

July 2016-March 2019

#### *CEO/ Administrator*

- Maintained office organization, hired and trained staff, managed schedules and presidential calendar.
- Automated office operations, managed client correspondence, and phone calls, recorded tracking and data communications in the database, managed office budget, including inventory, bills, postage, and vendor services.

Applicant 8  
Deputy Executive Director

# Applicant 9

## Deputy Executive Director

### **PROFESSIONAL SUMMARY:**

An accomplished, multi-talented, dedicated, and ethical leader, with a specialization in independent regulatory oversight, as well as the detection and eradication of fraud, waste and abuse.

Skilled at conducting research of statutes, regulations, policies and procedures, while identifying and preventing factual conduct that may cause a company to risk non-compliance.

Strong written communication and verbal skills, along with the ability to conduct presentations in public settings, including presenting at the Federal Reserve Board of San Francisco to small businesses.

Years of experience providing public service as a member of International, National, State-wide, County-wide and City-wide Boards, Commissions and Delegations.

### **PROFESSIONAL EXPERIENCE**

#### **FU-GEN, INC. RESEARCH AND INVESTIGATION**

**BEVERLY HILLS, CA**

**2000-2014**

- CEO and COO of Fu-Gen, Inc. Research and Investigation, a national corporation specializing in regulatory compliance, investigations and

# Applicant 9

## Deputy Executive Director

eliminating fraud, waste and abuse and as an independent Inspector General to its clients, who did not have an in-house IG.

-Focused on the clients' vision to improve operating practices in all areas of compliance and regulatory procedures. The mission was always to eradicate non-compliant patterns and behavior, as well as "increase profits through creating and increasing savings to the organization.

### **PROFESSIONAL EDUCATION/COMMISSIONS**

**-UNIVERSITY OF WEST LOS ANGELES SCHOOL OF  
LAW**

**Juris Doctor  
1980**

**-UNIVERSITY OF CALIFORNIA AT SANTA BARBARA**

**Bachelor of Arts-Sociology  
1972**

**-FBI's CITIZENS' ACADEMY**

**Graduated/Member  
2010**

**- INTERNATIONAL DELEGATE TO SOUTH KOREA  
2005**

**-DELEGATE TO THE WHITE HOUSE CONFERENCE  
1995**

**-CALIFORNIA INSURANCE GUARANTEE ASSOCIATION  
(CIGA)**

**A State-wide Commission  
2005-2014**

**Board of Governors/Audit Committee Member**

**-COUNTY OF LOS ANGELES COMMISSION ON  
INSURANCE 2005-2012**

**Vice Chairman of Commission/Chair of the Subcommittee on Fraud**

**-CITY OF LOS ANGELES ANIMAL SERVICES  
COMMISSION 2009**

**Commission President**

# Applicant 10

## Deputy Executive Director

### CONTACT

[Redacted Contact Information]

### HIGHLIGHTS OF QUALIFICATIONS

I possess the ability to manage a full-time schedule, including flexibility regarding overtime and travel. I am quick-thinking, curious, creative, and detail oriented. My experience with construction projects includes, but is not limited to, contract work - pre-construction through closeout, submittals, transmittals, samples, lien waivers, Certified Payroll, AIA billing, and OCIP/CCIP projects. I am an appointed Notary Public for the State of Nevada – Appointment #20-0510-01. Additionally, I am the Safety Director for Frontier Stone Works, also serving as a liaison between the company and its third-party Safety Manager, and working closely with the Manager and third-party company to ensure that OSHA safety compliance, provisions, and measures are followed at all times.

### SKILLS

- ADEPT AND RECEPTIVE TO NEW TASKS AND CONCEPTS
- OUTSTANDING WRITTEN, ORAL, AND INTERPERSONAL COMMUNICATION SKILLS
- IMPECCABLE PROOFREADING, SPELLING/GRAMMAR, AND INVENTORY/STATISTICS MAINTENANCE
- CAPACITY TO DIPLOMATICALLY MANAGE AND BUILD A TEAM
- KNOWS QUICKBOOKS AND IS FAMILIAR WITH EXCEL
- APPOINTED NOTARY FOR THE STATE OF NEVADA – APPOINTMENT #20-0510-01

### EXPERIENCE

#### Frontier Stone Works – Contract Admin & Office Manager

2018 - Present

Responsible for all administrative tasks, working with vendors and general contractors, developing and maintaining physical and electronic filing systems, contract work with general contractors and vendors, securely processing legal and financially or personally sensitive documents, any notarizations required for the company, AIA billing, ensuring safety documentation and OSHA compliance at all times, enrolling for OCIP/CCIP jobs, processing of monthly payroll reports, meeting deadlines, reaching out to vendors for service requests whenever necessary, handles new employee orientation and onboarding, and maintains company Safety Committee.

#### Sprouts Farmer's Market – Head Cashier

2009 - 2014

Responsible for providing outstanding customer service, ordering of and maintenance of inventory, ensuring stringent cleanliness throughout the department, scheduling, interviews and hiring, high-volume cash handling and ensuring security of the safe, training and orientation for new employees, and assisting as a chosen member of a designated team tasked with opening and converting new stores as a part of a company merger. Working with my store manager, I also helped develop a store-wide safety program to ensure all employees were working as safely as possible. This safety program is now company-wide, and still in place today. I was also chosen to represent the company at its inaugural Autism Walk, which continues to raise awareness and funds for autism research to this day.

#### Shimmer n' Glitter – Personal Assistant

2005-2009

Duties included inventory, ordering, helping to prepare for boutique and trunk shows, photographing merchandise for the company website, hiring models when necessary, running errands when necessary, and assisting with overall general operations.

### EDUCATION

#### Arizona State University

2011-2015

#### *Ira A. Fulton School of Engineering*

B.S., Technological Entrepreneurship and Management

Double Minor in History and Art History

# Applicant 11

## Deputy Executive Director

Dear Board Members,

I am writing this letter to express my interest in the Deputy Executive Director position with the Nevada State Board of Cosmetology. I have served the Nevada State Board of Cosmetology for the last three years in various capacities. During that time, I have become very knowledgeable about the internal processes of the Board, its regulatory functions, and the licensing industry in general. I believe the Deputy Executive Director role will better utilize my strengths, ambitions, and knowledge to foster continued success and growth for the Board. I hope you will consider my resume for the position.

I am a quick learner who is able to prioritize, problem-solve, and multitask. I work well both independently and in team settings. I am highly self-motivated with experience leading initiatives. I have the ability to communicate across diverse audiences which has enabled me to cultivate positive relationships with both internal staff and external organizations. Each of these attributes has been crucial to my employment accomplishments, including developing the delivery system for the current theory exam and my proactive research on new legislation.

I possess strong computer skills and am proficient in using Google Suite, MS Office, and several other software applications. I feel comfortable with learning any other technological processes the Nevada State Board of Cosmetology may use in the future. I possess comprehensive knowledge of NRS 644A, NAC 644A, NRS 622, and NRS 241. I have experience with promoting legislative changes. I am currently working on legislative changes to update/remove existing, outdated laws that hinder the processes of the Board staff and licensees, improve and strengthen regulations for unlicensed, noncompliant establishments and individuals, and better define the newly created regulations for advanced esthetics.

I am experienced in implementing operational and software changes, encouraging a positive and upbeat office culture, and forward thinking to improve methods of processing applications and various operational functions. As a current employee, I have a vested interest in the success of this agency and its staff. I feel my skill set can help propel the agency forward as we navigate the changes ahead. I hope that you will find my experience and abilities to be most beneficial to the Nevada State Board of Cosmetology in the position of Deputy Executive Director. I am excited about the potential for growth and challenge presented in this opportunity. If you have questions or should you need additional information, please do not hesitate to contact me at

Thank you for considering my candidacy.

Sincerely,

# Applicant 11

## Deputy Executive Director

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### PROFESSIONAL EXPERIENCE

#### **Nevada State Board of Cosmetology, 2019 to Present**

*Regulatory Compliance Specialist (full time)* March 2022 to Present

- Lead research on legal and regulatory matters affecting the Board, assist in the administrative rule making process, legislative bill tracking, draft language for regulation modifications, communicate as needed with the AG's office and LCB.
- Ensure the efficient processing of school applications, organize and maintain official Board records.
- Facilitate consumer complaint management, establish and process improvements, conduct thorough investigations, review complaints and investigation outcomes to determine course of action.
- Responsible for Board meeting preparation and participation, including ensuring compliance with NRS 241, creation and organization of agendas, related materials, and meeting minutes.
- Participate in Inspection team management, organize and lead Inspection team meetings, identify, assess, and resolve individual or team issues, report as necessary to CCO.

*Testing and Service Specialist (full time)* July 2019 to March 2022

- Oversaw the Board's testing department, established file transfer procedures for current theory exam delivery, responsible for management and maintenance of practical exams and related documents, provided practical exam proctor training to school representatives and staff, supervised translator services, participated in exam development as a subject matter expert.
- Coordinated and collaborate with schools representatives to schools with practical and theory exam guidance, provided training and technical support for the school portal.
- Responsible for the efficient processing of applications, organize and maintain official Board records.

#### **Penn National Gaming, 2010 to 2019**

*Supervisor (full time)* April 2016 to July 2019

- Supervised team members, provide employee training and performance coaching, creation and implementation of employee policy and manual updates, management of payroll systems and employee scheduling, led talent acquisition and onboarding, and coordinate with corporate HR on disciplinary action, performance reviews, investigations, and separations.
- Oversaw daily department operations including departmental budgeting, purchasing and inventory, creation and management of departmental profit and loss reports.
- Respond to and resolve guest complaints.

*Hairstylist (full time)* May 2010 to April 2016

- Responsible for hair services as needed while providing the highest level of customer service to guests.

#### **Self- Employed, 2006 to 2010**

*Cosmetologist (full time)*

- Responsible for hair services as needed while providing the highest level of customer service to guests.

#### **Clark County District Attorney's Office, 2002 to 2006**

*Legal Office Assistant II (full time)*

- Responsible for providing hardware and software management and support, oversaw IT department purchasing, assisted with the implementation of office wide systems updates and user training.

### EDUCATION AND TRAINING

Bachelor of Science, Psychology - Grand Canyon University, 2019

Associate of Arts, Communication - College of Southern Nevada, 2015

Certified Contract Manager for State of Nevada, 2022



# Applicant 12

## Deputy Executive Director

Board of Cosmetology  
8945 W. Russell Rd. #100  
Las Vegas, NV 89148

Board Members:

As a long-time employee of the Board of Cosmetology, I'm excited to apply for the open position of Deputy Executive Director.

I've been with the Board for five years, first serving as Compliance Coordinator before being promoted to Chief Compliance Officer two years ago and most recently serving as Interim Executive Director since May.

As Chief Compliance Officer, I'm responsible for the Board's Compliance Department which includes the oversight and licensing of nearly 3,000 licensed salon establishments and over 38,000 licensed individuals. In this role, I supervise the Board's in-office compliance team and four field inspectors who perform more than 5,000 inspections annually.

In addition to licensing and inspection services, I oversee the organization of all Board meetings including sub-committee meetings, regulatory workshops, and town hall meetings. Over the past five years, I've worked closely with my fellow employees, Board members, legal counsel, and other state agencies to develop SOPs and build connections to drive the Board forward.

Since serving as Interim Director, NAC 644A.618 has been modified, a new lobbyist contract is being finalized, regulations governing the practice of advanced esthetics are being drafted in advance of a formal workshopping event and strides have been made to transition to a new software system that promotes ease of use and transparency for the Board's licensees and registrants.

Before working for the Board, I worked as a Law Clerk for a Fortune-500 energy company and for the world's largest men's magazine brand.

I received a Juris Doctorate from Rutgers Law School. I'm also an honors graduate from the University of South Carolina where I majored in politics and minored in public relations.

I believe my education and work experience with the Board will serve me well in the Deputy Executive Director position.

Please let me know if I can provide any additional information to support my application.

Respectfully,

# Applicant 12

## Deputy Executive Director

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### EDUCATION

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**RUTGERS SCHOOL OF LAW**  
*Juris Doctorate (J.D.)*

Newark, N.J.

**UNIVERSITY OF SOUTH CAROLINA**  
*Bachelor of Arts: Political Science; Minor: Public Relations/Marketing*

Columbia, S.C.

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### WORK HISTORY

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**STATE OF NEVADA- BOARD OF COSMETOLOGY**  
*Interim Director/Chief Compliance Officer*

Las Vegas, N.V.  
June '17 – Present

- Manage compliance and inspection team to ensure statewide compliance with and enforcement of Nevada state statutes, regulations, and legal standards.
- Supervise the vetting, investigating, issuance, and renewal of licenses for more than 30,000 individuals and 3,000 businesses.
- Develop, implement, and manage health and safety procedures and training.
- Act as compliance and legal liaison to Nevada State Board of Cosmetology members, Nevada State Attorney General's office, Las Vegas Metro police department, county and city business licensing divisions, Nevada State Governor's committees, and outside independent businesses.
- Facilitate bi-weekly team meetings to discuss projected legal and policy changes and develop plans to adapt to changing regulations and streamline processes.
- Develop and implement alternative methods for improvement in compliance and routine internal compliance audits.
- Conduct internal and external investigations and prepare reports for presentation in quarterly meetings.

**ALLEGIANT AIRLINES**  
*Employee & Labor Relations*

Las Vegas, N.V.  
April '17 – June '17

- Participated in mediation and arbitration related to collective bargaining and EEOC claims
- Researched state and federal law to ensure compliance with FMLA, EEOC practices and various FAA regulations
- Red-lined collective bargaining agreements and negotiated with various department and union representatives

**TALEN ENERGY**  
*In-House Law Clerk*

Allentown, P.A.  
May '15 – Sept. '16

- Assisted legal and real estate teams on \$860 million sale of a hydroelectric power plant. Duties included compiling, analyzing, and recording easements, conveyances, and water rights dating back to the early 1900s.
- Researched ADA, EEOC and Title VII claims involving company employees as well as claims from individuals living in close proximity to Talen's power plants. After thoroughly researching a given issue, drafted clear and concise memoranda to in-house counsel to be used as reference for future dispute resolutions.
- Evaluated legal materials and environmental records for power plant audits in PA, MD, and TX, then made suggestions for review.
- Attended tri-state meetings to identify trends in the energy market which are used to forecast energy bids in the day-ahead and real-time markets.

**FORMAN, CARDONSKY & LAWRENCE, ESQS.**  
*Law Clerk*

Elizabeth, N.J.  
Oct. '14 – May '15

- Propounded and responded to interrogatories in subject matters such as employment law violations, medical malpractice claims, personal injury and other civil matters.
- Drafted civil and verified complaints for incapacitated individuals who were challenging the sufficiency of their court appointed guardians.
- Executed Title 59 claim notices
- Managed approximately 40 cases from intake to submission to settlement or trial.
- Obtained necessary medical, legal and other client documentation. Discovery responsibilities included running Westlaw and LexisNexis public record searches along with ensuring damage awards were not subject to arrears.

#### **MEN'S HEALTH MAGAZINE-RODALE PRESS**

*Administrative Assistant*

Emmaus, P.A.  
Dec. '10 – Sept. '14

- Drafted I.P. reuse requests for the legal department by verifying that Rodale Press owned the copyright to the requested material. Presented the completed request to the senior vice president for his signature before forwarding the completed contract to the legal department.
- Managed invoice payment for Men's Health and Women's Health magazines by cross referencing all invoices sent to the magazines with their legal contracts, which outlined the amount the company agreed to pay for each service.
- Filed page proofs and other editorial materials so that they would be readily accessible in the event of litigation.
- Headed the Men's Health Holiday Auction wherein over \$10,000 was raised for charity, which was more than double the amount raised in any previous year.

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### **PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS**

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#### **Nevada State Bar Association**

- *Licensed Attorney*

#### **State of Nevada**

- *Certified Contract Manager*
- *NV Notary Public*

#### **Council on Licensure, Enforcement and Regulation**

- *Certified Inspector & Investigator*

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### **NOTABLE COURSEWORK AND ACTIVITIES**

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#### **Rutgers Law Record**

- *Senior Operations Editor-* (first online law journal in the U.S.)

#### **Volunteer Lawyers for Justice (VLJ)**

- *Volunteer-* Pro Se Divorce Clinic

#### **Volunteer**

- *Volunteer-* Las Vegas Rescue Mission

**Applicant 12**  
**Deputy Executive Director**

# Applicant 13

## Executive Director

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### SENIOR HEALTHCARE OPERATIONS EXECUTIVE

Operations Strategy | Financial Performance | Change Management

***Drives growth and profitability through improvement initiatives, resulting in strong performance in fiscal operation, quality metrics, staff engagement and patient satisfaction.***

Extensive experience in healthcare delivery systems in top-tier roles; 12 years in surgical services with industry-leading company. Full range of executive leadership skills including physician relations, business development, complex improvement initiatives, strategic business planning, advanced risk management and achieving key operating and quality indicators.

**MBA, Executive Management**  
**St. John's University, Queens, New York**

#### Ongoing Professional Development

Peer Review, Service Excellence, Physician Relations, Advanced Risk Management, Performance Expectations, Medicare Compliance, Revenue Maximization, HIPAA Compliance

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### PROFESSIONAL EXPERIENCE

#### Home Care Assistance-Owner/President

2015 - 2022

*Henderson Home Care Assistance is the leading provider of in-home personal care services for seniors and disabled adults. Services are distinguished by the caliber of caregivers, the responsiveness of staff and expertise in 24/7 care. Home Care Assistance embraces a positive, balanced approach to aging centered on the evolving needs of older adults.*

- Established a new franchise location serving the cities of Henderson, Las Vegas, Boulder City and North Las Vegas.
- Developed and implemented all State-specific policies and ensure ongoing regulatory compliance.
- Perform all business development activities, achieving break-even in month six of operation.
- Achieved Best of Home Care recognition as Provider and Employer of Choice by Home Care Pulse, an industry satisfaction survey vendor.
- Achieved double-digit percentage growth for 8 consecutive years, with \$3.25M in gross revenues for Calendar Year 2021.

*Continued on page two*

# Applicant 13

## Executive Director

Continued from page one

**Hospital Corporation of America, Inc.**

2013 - 2014

**Sunrise Hospital & Medical Center, Sunrise Children's Hospital  
Las Vegas, NV**

*HCA is the largest for-profit hospital chain in the US and Sunrise Hospital ranks in the top five in the company with 690 beds, 2,800 employees, 1,500 surgeries per month, 50% of which are inpatient. Accredited by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO).*

### **Senior Director, Surgical Services**

Directed six departments (Pre-Admit Testing, Pre-Op, Post-Op, Surgery, Endoscopy and Sterile Processing), with \$50M annual net revenue, \$15M expense and 200 staff.

#### *Business Development*

- Grew overall case volume by 15% within 18 months, primarily through physician relations.
- Increased robotic procedures by 70%.
- Negotiated \$4M in capital equipment.

#### *Productivity*

- Re-structured staffing to achieve productivity goals and improve accountability, in spite of a restrictive collective bargaining agreement.
- Directed cross training of clinical staff, increasing scheduling flexibility, reducing reliance on relief charge nurses and improving employee engagement.
- Oversaw major facility renovation managing construction schedule for minimal disruption to patients and physicians while maintaining productivity targets.

#### *Quality & Risk Reduction*

- "Best OR I have ever seen," 2014 JCAHO surveyor. No significant survey findings.
- Reduced flash sterilization rates from 11% to 3.2%, 35% below corporate standard.
- Zero retained foreign body incidents in 2013.
- 99.66 composite score for Surgical Care Improvement Project in 2013.

**Hospital Corporation of America, Inc.**

2002 – 2013

**Flamingo Surgery Center  
Las Vegas, NV**

*Accreditation Association for Ambulatory Health Care (AAAHC) accredited outpatient surgery center performing 4,000 procedures/year in four operating rooms, five procedure rooms. Annual revenue of \$10M with operating expenses of \$4 – 6M per year.*

### **Administrator**

Chief Executive Officer for facility; served on Medical Executive Committee, chaired Governing Board.

#### *Business Development*

- Grew case volume to a record level, nearly 90% over the base period at its peak.
- Recruited 20 physician partners.
- Negotiated Veteran's Administration contract, adding 150 additional cases monthly. *Flamingo Surgery Center was the only ambulatory surgery center in Las Vegas market with a VA contract.*
- Co-marketed with marketing director, resulting in 40% more face-to-face meetings with physicians, compared to when the marketing director made sales calls alone.
- Achieved 110% above budget in EBITDA.

Continued on page three

# Applicant 13

## Executive Director

*Continued from page two*

### *Productivity*

- Reduced staffing by 32%, while maintaining productivity at 10 person-hours/case.
- Cross-trained clinical staff to support multiple specialties, increasing physician satisfaction and reducing overall head count.
- Established and maintained controls to reduce premium pay expense.
- 91% employee engagement score, compared to HCA's overall score of 77%.

### **Southwest Medical Associates (SMA) Las Vegas, NV**

2000 – 2002

*Largest managed care organization in the Las Vegas market, with 800,000 covered lives.*

### **Customer Service Manager**

Administrator of one of SMA's largest clinics, providing internal medicine, family practice, OB/GYN, and urgent care, with 96,000 patient encounters per year.

- Marketed the clinic and insurance products to retirees and employer groups.
- Ensured compliance with regulatory requirements and company policies.

## **PRIOR PROFESSIONAL EXPERIENCE**

### **The Association for the Help of Retarded Children (AHRC), New York, NY**

Administrator: Directed operations for four start-up primary care clinics.

### **New York Methodist Hospital, Brooklyn, NY**

Executive Director: Chief Executive for freestanding ambulatory care facility.

### **Kingsboro Medical Group, Brooklyn, NY**

Administrator: Directed daily operations of multi-specialty physician practice.

### **Elmhurst Hospital Center, Queens, NY**

Senior Associate Director, Professional Services: Senior staff for teaching hospital.

### **Montefiore Medical Center, Bronx, NY**

Administrative Coordinator, Ambulatory Care: department manager in teaching hospital.

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## **EDUCATION**

### **St. John's University, Queens, NY**

Master of Business Administration, Executive Management Major

- Dean's List
- New York City Mayor's Graduate Scholarship Awardee

Bachelor of Science, Management Major

- Dean's List

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*Continued on page four*

# Applicant 13

## Executive Director

*Continued from page three*

### **PROFESSIONAL ASSOCIATIONS**

**Ambulatory Surgery Association (ASC), member**

**American College of Healthcare Executives (ACHE), member**

**Medical Group Management Association (MGMA), member**

**Spotlight for Seniors, member**

**Las Vegas HEALS, member**

**Better Business Bureau, member**

**Henderson Chamber of Commerce. member**

# Applicant 14 Executive Director

September 12, 2022

Nevada State Board of Cosmetology  
Attn: Andrew Helms, CFO  
8945 W. Russell Road, Suite 100  
Las Vegas, NV 89148

Re: Executive Director/Deputy Executive Director

Andrew Helms, CFO:

Please find enclosed a copy of my resume' for consideration for the positions of Executive Director/Deputy Executive Director.

As demonstrated by my resume', I have an immense amount of experience working for Nevada's citizens at the federal, state, county, and city levels. I have experience in regulatory compliance and consumer protection as an auditor/supervisor of an audit/compliance division, senior executive management of government revenue and regulatory agencies of overall statewide management of operations and personnel, conducting administrative hearings, leading regulations workshops, testifying before the Nevada Legislature, its subcommittees, and interim finance committee, and Nevada Board of Examiners related to changes in government programs and related financial augmentation and budget requests, Nevada Revised Statutes and Nevada administrative code regulations, state budget preparation, and performance indicators.

Additionally, I have had the tremendous honor of serving the State of Nevada as a former Deputy State Treasurer over the receipt of, and audit, and daily accounting of over \$200 million of unclaimed property statewide, as a Nevada Department of Business and Industry (B& I) Administrator, Unclaimed Property Division, as the Deputy Administrator of the Division of Industrial Relations (DIR) with 200 personnel and \$50 million budget, and Deputy Administrator of Operations for Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division, responsible for the operations of 35 offices and 300 personnel with a budget of \$110 million statewide.

Importantly, I have experience as a state agency head for B & I and have been formally trained as a hearing officer by the Nevada Attorney General's Office, and conducted several administrative hearings in accordance with NRS 233B on behalf of the Department of Business & Industry's other agencies. Especially, I conducted administrative hearings for DIR's workers' compensation section, Manufactured Housing Division, Real Estate Division, and more importantly, the Labor Commissioner. I conducted these hearings while also serving in the appointed positions as a B & I administrator, DIR assistant administrator, and deputy state treasurer. I was an appointed Hearings Officer within DETR conducting federal Social Security administrative appeal hearings making medical disability determinations concerning SSI and SSDI along with the claimant's dispute with the federal government over such benefits, adjudging these disputes and drafting decisions and orders that could be appealed in federal court.



# Applicant 14 Executive Director

Further, as deputy state treasurer/unclaimed property, I was also responsible for the drafting and complete re-write, revision, and testifying before the 2001 Legislature concerning NRS 120A of which had not been reviewed since 1981 when the Act was formerly adopted by Nevada. These modifications changed the dormancy periods for holding property and incorporated the changes in caselaw over the past twenty (20) years at that time. As an assistant/deputy administrator, I was completely involved in and responsible for the development and oversight of all agency operations, day to day activities, and overall budget including personnel, equipment, purchasing, revenues/expenditures and proposed bill drafts. Also, I provided testimony in support of related program objectives, goals, performance indicators, and the overhaul, replacement, and amendments to agency statutes and regulations.

Prior to those government positions, I was chief operating officer, an auditor, budget and management analyst, licensing chief and department director. Over the last twenty plus (20) years, I have worked in the legal field including for a federal judge, two (2) state court judges, and in the private sector as an associate/directing attorney at a family law firm and general practice law firm, as a legal aid attorney and pro bono coordinator at a federal legal aid law firm representing low-income individuals, and a corporate defense firm for workers' compensation insurance defense, subrogation and OSHA defense.

As the chief operating officer for Nevada Business Services (NBS), a federally funded employment training program, I was fundamentally and primarily responsible for assisting the executive director in the overall administration and supervision of individual program managers in developing and meeting state and federal mandates, meeting with federal government officials and requesting federal funding, budgeting and accounting there, audits, and implementation of adult and youth development and employment programs for participants.

I have the experience of working in public and private sectors in various senior executive management positions while collaborating with multiple stakeholders, professional staff and support staff in achieving agency goals and outcomes. I firmly believe that the combination of my past experiences in the Department of Business and Industry, DETR, and the State Treasurer's Office, my legal experience, and my financial and auditing background has provided me with the knowledge to assist you in this important and much needed delivery of government services throughout the State. Similarly, my educational and professional background of a law degree and an MBA, along with practical knowledge and professional work experience will serve the citizens of the State of Nevada well.

Best regards,

# Applicant 14 Executive Director

## Summary

Seasoned, versatile, and results-driven senior executive professional with 20+ years government/business experience applying legal knowledge, administration driving operational improvements, human resources management, and program strategy planning that accelerate productivity, quality, and strategic business partnerships to exceed organizational goals.

## Education

### **Juris Doctorate**

William S. Boyd School of Law, UNLV  
Las Vegas, NV

### **MBA, Executive Computer Mgmt.**

National University  
San Diego, CA

### **B.A., Criminal Justice/ minor: Sociology/**

### **major coursework: Accounting, Computer Science**

University of Nevada Las Vegas  
Las Vegas, NV

## Licenses & Certifications

Attorney, U.S. Virgin Islands Bar  
Attorney, U.S. Virgin Islands Federal  
District Court Bar

Attorney, State Bar of Nevada (inactive)

Attorney, United States Tax Court Bar

Attorney, U.S. Third Circuit Court of  
Appeals

Attorney, U.S. Ninth Circuit Court of  
Appeals

Attorney, U.S. Immigration Courts

Attorney, U.S. Veterans Administration  
Bar

Hearings Advocate, Nevada Worker's  
Compensation

## Areas of Expertise

- Policy and Operations Management
- Legal/Regulatory Compliance
- Staff Management
- Information Systems
- Finance & Budgets
- Procurement
- Human Resources Management
- Program Administration

## Accomplishments

- Purposeful leader with expertise in operational management, legislative initiatives, strategic planning, HR, compliance, and staff development.
- Managed high-performing teams and tracked performance to secure cross-functional learning opportunities.
- Expanded client network, built profitable partnerships with external affiliates, and increased business growth.

## Professional Experience

### **Hooks Meng & Clement, PLLC, Las Vegas, NV** **Law Firm Administrator/Hearings Advocate**

**2018 – 2022**

Managed law firm operations, communications, budgets, and developed progress mechanism to achieve firm goals. Updated and negotiated contracts, acquired equipment and purchases, implemented marketing strategies, managed legal issues, HR activities, payroll, benefits, AR/AP activities, OSHA and safety standards, IT implementations, and monitored leadership approvals. Facilitated responses for depositions, subpoenas, oppositions, briefings, and made court appearances on behalf of employer, insurers, and third-party administrators. Counseled attorneys on case strategy, civil procedures, and resolved issues. Facilitated monthly team meetings, administrative guidance, and billing/collections reports. Supervised staff, conducted performance reviews, training, and led recruiting efforts.

- Recognized for increasing firm revenue while exceeding legal expectations for clients.

### **Nevada Rehabilitation Division, DETR, Las Vegas, NV** **Deputy Administrator of Operations**

**2/2017 – 12/2017**

Provided direct oversight of all Division programs and legislative initiatives that included statewide planning, coordination, and delivery of services to clients. Monitored budgetary/fiscal processes, grants management, internal controls, data compilation activities, policies and procedures, procurement, inventory, and state and federal compliance reporting. Curated fiscal notes, regulatory documentations, policies, and operational procedures for application.

- Managed an operating budget of \$101.8M and 300 FTE for the delivery of program planning and implementation of statewide initiatives.

**Nevada Bureau of Disability Adjudication, Las Vegas, NV**  
**Disability Hearings Officer**

**2016 – 2017**

Conducted administrative hearings, issued Social Security disability determinations, and appeals for clients obtaining disability benefits and advocacy. Draft and approved hearing officer decisions that included analysis of evidence and findings, medical reviews, and conclusions. Acquired Social Security Administration Adjudicator training to efficiently conduct quality reviews, reconsiderations, redeterminations, and prehearings. Collaborated with team members and external business affiliates to exceed client expectations.

- Instituted compliance adherence and federal mandates to efficiently process, adjudicate, and document cases.

**Alverson Taylor Mortensen & Sanders, Las Vegas, NV**  
**Hearings Advocate**

**2014 – 2016**

Served as point of contact for legal case analysis and management, conducted legal and factual investigative oppositions. Managed client budgets, compliance requirements, and recorded case processes. Curated legal documents that included motions, oppositions, and pleadings. Facilitated responses for depositions, subpoenas, oppositions, and briefings. Produced lecture materials and exhibit compilations for worker's compensation seminars, and civil subrogation occurrences. Made court appearances on behalf of employers, insurers, and third-party administrators. Supervised office administrative staff, delegated assignments, coordinated team trainings, and conducted performance evaluations.

- Accurately draft legal briefings and provided oral arguments on behalf of clients meeting or exceeding expectations.

## **Additional Experience**

**Deputy State Treasurer**, Office of the State Treasurer, State of Nevada, Unclaimed Property, Las Vegas, NV

**Administrator**, State of Nevada, Unclaimed Property Division, Las Vegas, NV

**Assistant Administrator**, State of Nevada, Division of Industrial Relations, Las Vegas, NV

**Chief of Operations**, Nevada Business Services, Las Vegas, NV

**Director of Operations**, McFarling Law Group, Las Vegas, NV

## **Available Upon Request**

Achievements  
Memberships  
References

# Applicant 14 Executive Director

# Applicant 15 Executive Director

## EXPERIENCE

**Humboldt County Alternate Public Defender** 2020-2022

Humboldt County  
33 W. 4<sup>th</sup> St., #10  
Winnemucca, NV

Reason for Leaving: Returned to Las Vegas

Represented indigent clients in criminal, juvenile and dependency proceedings, prepared budgets, supervised staff and managed office.

**Attorney** 2009-2020

Penney Law Firm  
2800 W. Sahara Ave., #7C  
Las Vegas, NV

Reason for Leaving: Accepted Humboldt Co. position

Founded general practice firm providing accessible, individual and specialized client services with concentration in criminal defense, transactions, personal injury and Indian law.

**Director** 2010-2015

**Chairman of the Board** 2011-2013

Grand Canyon Resort Corporation/Hualapai Tribe  
941 Hualapai Way  
Peach Springs, AZ

Reason for Leaving: Tribal Council became the Board

Served on GCRC board overseeing economic development and tribal tourism operation at the Grand Canyon and on the Colorado River. Visitation steadily increased every year and the business grew to the benefit of the Hualapai Tribe and its membership.

**Attorney** 2007-2009

Edward M. Bernstein & Associates  
500 S. 4<sup>th</sup> St.  
Las Vegas, NV

Reason for Leaving: Started my own firm

Handled substantial caseload with plaintiff's personal injury firm. Consistently achieved outstanding results for clients and enjoyed positive feedback from support staff, insurance adjusters and attorneys

# Applicant 15 Executive Director

## **Attorney**

2006-2007

Lewis Brisbois  
800 S. 4<sup>th</sup> St.  
Las Vegas, NV

Reason for Leaving: Accepted position with Bernstein

General liability and employment practice included premises liability, products liability and harassment and discrimination claims. Representative clients included Las Vegas Valley Water District.

## **Partner**

2003-2006

Earley Rourke Penney  
7201 W. Lake Mead Blvd.  
Las Vegas, NV

Reason for Leaving: Firm dissolved

Civil litigator primarily responsible for diverse caseload including medical malpractice, insurance defense, premises liability, contract and commercial issues.

## **Chief Judge**

2002-2003

## **Community Prosecutor**

1997-1998

Ak-Chin Indian Community  
45525 W. Farrell Rd.  
Maricopa, AZ

Reason for Leaving: Moved to Las Vegas

Presided over and administered the Ak-Chin Indian Community Court. Trained court staff. Drafted and managed court budget. Prosecuted cases on behalf of the Community. Advised tribal police. Drafted code revisions and advised Tribe on ethical, gaming, employment, contracts and liability issues.

## **Chief Prosecuting Attorney**

1998-2002

## **Gaming Commissioner**

2000-2002

Fort McDowell Yavapai Nation  
17661 E. Yavapai Rd.  
Ft. McDowell, AZ

Reason for Leaving: Appointed Ak-Chin Chief Judge

Assigned cases, coordinated trial preparation and conducted trials. Sought, utilized and administered grants and contract funds from all sources. Prepared and managed the annual budget. Wrote speeches for Tribal Council. Regulated gaming within the Nation to promote integrity, prevent unlawful conduct, and strengthen tribal self-sufficiency. Familiar with tribal, state and federal gaming laws and agencies. Participated in tribal economic development.

# Applicant 15 Executive Director

## **EDUCATION**

Legal FSU College of Law - Tallahassee, FL - Juris Doctor

Undergraduate UNC-Charlotte - B.A. Political Science, *Cum Laude*

University of Toronto - Toronto, ON - B.S. Psychology

## **REFERENCES**

Verrin T. Kewenvoyouma, Esq.

Robert D. Rourke, Esq.

Bernadine Burnette, President, Ft. McDowell Yavapai Nation

# Applicant 16 Executive Director

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**Statement** With extensive leadership experience in strategic outreach, student admissions recruitment, business development, retention and project management, I am in search of an opportunity to best utilize my diverse leadership experience, team development and goal-oriented vision to create positive outcomes.

- Personal Strengths**
- Ability to create data based strategic outreach/recruitment communication plans
  - Salesforce, Workday, CRM, PeopleSoft efficient
  - Displayed ability to create rapport with diverse businesses (B2B Marketing)
  - Diverse experience leading admissions, marketing, student/customer support and career development
  - Social media content target marketing
  - Critical thinking and versatility in facilitating team-oriented solutions through active coaching

**Professional Experience**

**Strayer University (Jack Welch MBA) -Admissions Officer** Remote, Las Vegas, NV  
April 2021-Current

- Create active outreach plans for MBA seeking students
- Market academic programs to designate global populations
- Create weekly, monthly outreach strategy (conversions, starts)
- Advise MBA students of academic resources
- Facilitate marketing outreach info. sessions to attract new students around the world and referral base

**Santa Clara High School-Director of Marketing & Admissions** Oxnard, CA  
January 2020-February 2021 (**Contract position**)

- Create all campus marketing budget and outreach strategy (social media, print)
- Create active marketing strategy to expand school footprint
- Generate CGL (Campus Generated Leads) through target marketing
- Facilitate strategic student centric marketing information sessions
- Create rapport with community leaders to generate campus interest through marketing
- Facilitate creative marketing campaigns (adobe and Canva)

**Charter College- College President** Oxnard, CA  
November 2018-January 2020

- Oversee daily campus operations (Marketing, Admissions, Retention, Career Services, Financial Aid, Student Service)
- Facilitate active recruitment strategy to increase student populous
- Interact with community, school officials to create the best student experience
- Manage all campus events and outreach
- Cross departmental trainings to increase college synergy
- Create marketing and budget analysis for campus growth

**Saint Leo University- Associate Director of Enrollment Counseling and Recruitment** Las Vegas, NV  
February 2017-October 2018 (**School Closure**)

- Responsible for exceeding student enrollment metrics 100 students per term (online, campus)
- Lead of 15 enrollment counselors (outreach, action plan and diligent coaching)
- Responsible for facilitating marketing recruiting events (educational forums high school/graduate students)
- Create weekly marketing action plans for counselor development to best assist student base (high school/graduate)
- Facilitate market term goals: (student outreach, student retention)
- Provide monthly trainings for counselor professional development

**Touro University- Admissions Program Manager/ Student Recruiter** Henderson, NV  
February 2016-February 2017

- Manage/market three nursing graduate programs (RN to BSN, MSN and DNP) (enrollments, student retention)
- Outreach to all high schools/colleges around the country to build rapport
- Develop strategic marketing recruitment team plans to build student populous (high school/graduate)
- Actively formulate data to discover areas of opportunity for student population growth

# Applicant 16 Executive Director

- Actively facilitate and market educational events to educate prospective students

## **Carrington College - Assistant Director of Enrollment Services**

Las Vegas, NV

January 2015- February 2016

- Manage and develop student enrollment service advisors through observation/coaching/outcome research
- Responsible for successful appointment show rates, close rate and retention
- Responsible for maintaining organizational standards/strict adherence to compliance
- Create team-oriented plans of action to achieve acquired results (weekly observation/phone & interview activity)
- Maximize enrollment capabilities through situational coaching

## **Marinello Schools - Regional Director of Career Services**

Las Vegas, NV

January 2014-January 2015 (School Closure)

- Responsible for direct placement of graduates in the entire Desert Region
- Facilitate educational forums for student populous through community engagement
- Provide leadership for the Career Services Department
- Prepare graduates/students for success: (job preparation, one-on-one interview training)
- Public speaking engagement for community relations development

## **University of Phoenix-Student Resource Supervisor/Enrollment Advisor**

Pasadena, CA/La Palma, CA

November 2012-January 2014

- Directly manage Student Resource Advisors (scheduling, daily tasks and assigned metrics)
- Facilitate education workshops providing support and functional tools
- Schedule and facilitate campus events fostering student, staff and faculty cohesion
- Conduct individual advisor coaching meetings to develop team success
- Actively communicate with management for coaching and team development

## **UEI College- Admissions Representative/Career Student Service Business Developer**

Van Nuys, CA

October 2011- November 2012 (School Closed & Relocated)

- Actively recruit and facilitate enrollment and employment for graduates
- Contact employers and successfully prepare each graduate for employment
- Research local employment and business professionals
- Mentor and prepare job camp trainings for graduates
- High volume calls daily (150-250) to prospect

## **Everest College -Admissions Representative**

Los Angeles, CA

November 2008-October 2011 (School Closure)

- Compose interviews for prospective students/ meet monthly and weekly goals
- Contact, present, advise and enroll prospective students assisting goal achievement
- Act as a resource for all students through enrollment educational process
- Call 150-200 prospective students daily and follow up on student academic progress

## **Education**

-**Master of Science:** Organizational Leadership-Pepperdine University- Graduate 2021

-**Bachelor of Arts Degree:** Liberal Arts California State University Northridge 2010

-Efficient in: Salesforce, Colleague, Workday platform, Banner, Excel, PowerPoint, CRM and PeopleSoft



# Applicant 17 Executive Director

September 13, 2022

Dear Recruiting Team,

I am submitting a letter of interest regarding to the Executive Director you have available at Nevada State Board of Cosmetology. I know I will be a great candidate for this awesome opportunity because of my dynamic servant leadership skills. I believe any person operating in this role should be a self-starter and resilient. I have an amazing work ethic with proven results. I have spearheaded key projects in my leadership tenure. Also, I have built and maintain high performing teams. I am computer literate and adaptable. I can work under pressure and meet deadlines at the same time. I am an effective communicator and a great motivator. I enjoy serving and building relationships with my co-workers and others I must encounter with daily. My people-friendly disposition and my sense of humor allows me to get along with the public and my co-workers very well. Also, my ability to work in a challenging environment and maintain a pleasant attitude is an asset to any organization. I am a visionary and a problem solver. The collaboration of my skills, work experiences and education will make me an asset to your winning team.

I would like an opportunity to talk with you further regarding to my other attributes I can bring to this awesome and rewarding position, in your convenience.

Thank you,

# Applicant 17 Executive Director

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***~ An Eclectic Thinker, Pursuer of Seeing the Greatness in Everyone while Creating a People Friendly, Safe, and Productive Environments. ~ Detail Oriented, Visionary, Analytical, Collaborative, Servant Leader, Problem Solver, Committed to Excellence, Natural Motivator and Results Driven Professional.***

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## **CORE COMPETENCIES**

- Dynamic Leadership Skills
  - Amazing Work Ethics with Proven Results
  - Spearheading Key Projects, Initiatives
  - Providing Employee Training & Support
  - Building and Maintaining High Performing Teams
  - Providing Advice/Counsel to Staff
  - Effective communicator and negotiator
  - Natural Born Solutionist – Problems = Opportunities
- 

## **PROFESSIONAL EXPERIENCE**

### Metamorphosis Hair Ink

September 2010 – May 2022

Director of Human Resources and Operations

- Participate in talent management areas like, recruiting, succession planning, hiring and training employees
- Plans and conducts new employees' orientation to foster positive attitude towards organizational goals
- Design, analyze, lead, manage, and evaluate diversity, equity, and inclusion projects
- Provide coaching consultation regarding organizational management practices to help develop staff and lead the execution of change management plans
- Effectively communicated the company's agenda and supported employees in various HR related topics and used exceptional organizational skills, strong professional and interpersonal judgment
- Facilitated performance evaluations, handle disciplinary issues, and termination of employees according with Metamorphosis Hair Ink policy
- Foster a culture of performance, accountability, and collaboration for all employees
- Collaborated with the marketing team to develop ways to promote services within the organization and improve customer service and satisfaction of clients
- Analyze complex proposals and made recommendations while using data to make conclusion that supports operational decision-making
- Plan, direct, control, implement, evaluates, monitor, and forecast various budgets to achieve financial objectives of Metamorphosis Hair Ink
- Handle purchasing, payroll, inventory for all supplies using QuickBooks and Excel
- Identify and resolve operational issues using policy and procedure and coordinating special projects using cross functional teams

# Applicant 17 Executive Director

## Metamorphosis Hair Ink

September 2007 -August 2010

Hairstylist/ Salon Manager

- Providing all services offered by the salon, which includes hair cutting and styling as well as hair removal and beauty treatments.
- Recruiting salon staff that meets mandatory educational and licensing requirements.
- Preparing work schedules for salon staff.
- Setting goals for each staff member, evaluating staff performance, and providing training and overall guidance.
- Monitoring salon supplies and equipment and ordering new stock as needed.
- Creating and distributing promotional material to attract new clients.
- Addressing and resolving client complaints regarding salon services and employee behavior.
- Processing clients' payments and maintaining accurate financial records.
- Ensuring that the salon is clean and well-maintained at all times.

## **EDUCATION**

Union University

**MASTER'S IN BUSINESS ADMINISTRATION**

**Concentration in Executive Leadership**

Union University

**BACHELOR OF SCIENCE in ORGANIZATIONAL LEADERSHIP**

**Concentration in Organizational Management**

# Applicant 18 Executive Director

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## PROFESSIONAL PROFILE

**Business Management.** who possess an entrepreneurial spirit and the relentless drive needed to lead a business. Working knowledge of business marketing and financial management strategies for driving growth and profitability. Self-reliant individual with a track record of problem solving, quick thinking, and resolving complex issues.

### *Business Management Knowledge & Skills*

- Strategic Marketing Plan
- Leadership
- Cash Flow Management Strategies
- Employment Law
- Inventory Control
- Human Resources
- Bilingual
- Debt Management
- Capital Budgeting
- Auditing
- Break-Even Analysis, Profit and Loss
- Payroll
- Advanced PC Skills
- Social Media Marketing Basics
- Data collection and Reporting

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## EDUCATION

**Dual Degree in Master of Health Administration/ Master of Business Administration** – University of Phoenix May 2021

*Key Courses:* Business Structure, Planning, Funding, Evaluating New Business Opportunities, HR Management, Business Marketing, Accounting, Data Analysis and Business Analytics, Healthcare Strategic Management, Organizational Leadership.

### *Student Projects*

- Management/ Project Planner
- Human Capital Management/ Employment Strategy
- Financial Management in Health Care/ Comparative Summary

**Philologist, Teacher of Russian Language and Literature, and English Language with a Specialization in Philology**- Maimonides

State Classical Academy, Moscow, Russian Federation.

June 2007

*Key Courses:* English Language, Russian Language, Hebrew Language, Literature, Pedagogy.

### *Student Projects:*

- The Dative Case in the Nominative Absolute Participial Construction in Old Slavonic in Comparison with Greek and Latin
- Hebrew Language/ Practical Course

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## EXPERIENCE

**TW Culture** – Las Vegas, NV

April 2017- Present

### *Founder/CEO*

- Hired and trained employees arranged and managed schedules for the team.
- Worked with the suppliers, created and implemented marketing and advertising strategies, supported the company's revenue goals, managed finances.
- Made most of the sales and increased the company's revenue up to \$300,000 per year, managed shipping to the customers, did accounting, audit, prepared and processed business and tax documents.

**American Male Wellness**– Las Vegas, NV

March 2019 – March 2020

### *Healthcare Administrator*

- Billing: managed the company's operations and finance.
- Ordered and maintained office and medical supplies, equipment, and medications.
- Coordinated care with clinical staff, trained staff members.
- Controlled visit notes, scheduled appointments, increased patient flow.
- Collected and filed documents ensuring accurate reporting.
- Provided administrative support, arranged and managed schedules, handled logistics.

**Expo Enterprise**– Las Vegas, NV

July 2016-March 2019

### *CEO/ Administrator*

- Maintained office organization, hired and trained staff, managed schedules and presidential calendar.
- Automated office operations, managed client correspondence, and phone calls, recorded tracking and data communications in the database, managed office budget, including inventory, bills, postage, and vendor services.

# Applicant 18 Executive Director

# Applicant 19 Executive Director

Authorized to work in the US for any employer

## Work Experience

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### **General Counsel**

Nevada State Board of Pharmacy - Las Vegas, NV  
March 2020 to Present

Draft accusations against registrants/licensees (administrative law); represent the Nevada State Board of Pharmacy in disciplinary hearings against registrants/licensees; draft pharmacy regulations to comport with enacted statutes; track legislative bills for potential changes to the practice of pharmacy; attend and advise at all Board meetings; write newsletter articles to advise about new regulations or statutes affecting the practice of pharmacy.

### **Shareholder/Attorney**

Shinnick & Ryan NV P.C - Las Vegas, NV  
September 2012 to January 2019

Shareholder from January 2016)

Represented clients in constructional defect litigation against developers; drafted pleadings in state, federal district, and Nevada Supreme Court; drafted memoranda regarding cases and/or relevant statutes; presented oral arguments at court hearings; defended depositions.

### **Consumer Attorney**

Legal Aid Center of Southern Nevada, Inc - Las Vegas, NV  
November 2006 to April 2009

Represented clients in consumer matters including payday loan litigation, bail bond litigation, and real estate fraud litigation; drafted pleadings; researched cases; filed consumer class action litigation.

### **Associate**

Wolf, Rifkin, Shapiro & Schulman, LLP - Las Vegas, NV  
March 2003 to May 2006

Represented homeowners' associations in enforcement matters regarding their Covenants, Conditions, and Restrictions (CC&Rs); represented clients at arbitration hearings; represented commercial landlords in unlawful detainer proceedings as well as litigation against tenant(s) for breach of lease; drafted pleadings, reviewed and redlined real estate agreements; drafted memoranda regarding cases and/or statutes.

### **Associate**

Mayor, Horner, Stryker, and Burk, Ltd - Las Vegas, NV  
March 2002 to February 2003

# Applicant 19 Executive Director

Represented providers (physicians primarily) regarding malpractice; reviewed depositions; retained expert witnesses; researched and drafted memoranda regarding cases and/or statutes.

## **Financial Case Manager/Attorney Negotiator**

HHC Group, Inc - Gaithersburg, MD  
March 2000 to March 2001

Represented insurance companies regarding health claims; negotiated health care claims with providers; drafted agreement memoranda.

## Education

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### **Master of Business Administration in Business Administration**

University of Nevada Las Vegas - Las Vegas, NV  
May 2019 to December 2020

### **Doctorate in Jurisprudence**

University of Maryland School of Law - Baltimore, MD  
August 1995 to May 1998

### **Bachelor of Arts in Political Science/Cognate Economics**

University of Michigan - Ann Arbor, MI  
August 1991 to April 1995

## Skills

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- Microsoft Office, Excel, Power Point
- Excel
- Management Experience
- Sales Experience
- Microsoft Word
- Legal Drafting
- Legal Research
- Negotiation
- Writing Skills
- Research
- Strategic Planning
- Business Development
- Presentation Skills
- Case Management
- Proofreading
- Financial Report Writing
- Analysis skills
- FDA regulations

# Applicant 19 Executive Director

Certifications and Licenses

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**Bar**



# Applicant 20 Executive Director

September 24, 2022

Andrew Helms, CFO  
Nevada State Board of Cosmetology  
8945 W. Russell Rd. #100  
Las Vegas, NV 89148

Dear Mr. Helms,

Please accept my application for the position of Executive Director at the Nevada State Board of Cosmetology. My leadership and administrative experience make me uniquely qualified for this position. The responsibilities listed in the job posting are similar to the work I do managing professional degree programs at UNLV and working as an administrator on a local board. Thus, I am excited to apply for this position at the Nevada State Board of Cosmetology.

I currently serve as Program Director with the additional rank of Visiting Assistant Professor in the Department of Criminal Justice at the University of Nevada, Las Vegas, and am responsible for managing two graduate degree programs. In addition to serving as the Graduate Coordinator for the department, where I provide a variety of graduate student services outside of my traditional role, I teach several classes for the department, as well. I also have the privilege of serving as the Administrator for the FBI Las Vegas Citizens Academy Alumni Association Board of Directors, something I enjoy doing in support of the FBI and building community trust with federal law enforcement.

My primary responsibility involves management and coordination of all aspects of the Emergency and Crisis Management Master's program and the Emergency Management Cybersecurity Graduate Certificate program, which includes program development, supervision over 20 faculty members, engagement in admissions and enrollment decisions, oversight of curriculum review and development, assessments of academic programs, budget management, hiring faculty, and coordination of administrative processes that contribute to governance of the University. Additionally, I assist the Criminal Justice Department with a variety of activities such as coordinating publications including Research in Brief and Statistical Sheet publications for the Center for Crime and Justice Policy Center, develop the department's promotional materials in a variety of formats, and participate in various networking opportunities.

Besides leading the College's latest initiatives, one of my primary goals has been growing both programs. For example, since taking over the programs in 2018, I have been able to more than double enrollment, going from seven students to over 40 students in both cohorts. Not only did I restructure the program's curriculum, but I am also responsible for creating and developing new courses, as well. As a result, I am quite comfortable fostering a culture of change management and identifying areas in need of process improvement.

In addition to my tenure at UNLV, and as I mentioned previously, I also have the pleasure of working as the Administrator for the FBI Las Vegas Citizens Academy Alumni Association, which is designed to promote a safer community through educating community stakeholders

# Applicant 20 Executive Director

about law enforcement, with a particular emphasis on the mission and resources of the FBI. In this role, my responsibilities include ensuring effective organizational planning, providing basic bookkeeping and financial oversight, publishing quarterly newsletters, assisting board members with a variety of projects, organizing board meetings, day-to-day communication with the Board and community leaders, membership coordination and management, and maintaining multiple record systems.

I feel it is important for a leader to practice a range of skills such as resiliency, effective communication, the ability to collaborate well with others, and the capacity to make decisions. I believe that I possess this unique combination of experience and skills to aid in further paving the path for innovative practices. I have a proven track record of fostering productive and cohesive team environments and facilitating collaborative decision-making skills amongst my colleagues and students.

In conclusion, I believe that my leadership and other professional experiences, diverse skill set, and unwavering commitment of excellence to the community have prepared me to make strong contributions to the Nevada State Board of Cosmetology. Enclosed with this letter of application, please find a copy of my curriculum vitae. Please do not hesitate to contact me if you should require additional information or supporting materials at

I look forward to speaking with you about the possibilities for this position! Thank you very much for your consideration.

Sincerely,

# Applicant 20 Executive Director

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## CONTACT INFORMATION

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## EDUCATION

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2019 Ph.D. Public Affairs, University of Nevada, Las Vegas

*Research focuses on intimate partner violence, repeat victimization, police policy, and prevention tools to reduce the risk of intimate partner homicide. Additional research interests include family law, victim advocacy models, and family courts as a conduit for access to justice and community resources, particularly for women.*

2014 M.A. Criminal Justice/Criminology, University of Nevada, Las Vegas

2003 B.A. Criminal Justice/Criminology, University of Nevada, Las Vegas

## EMPLOYMENT

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2018-Present Visiting Assistant Professor, Department of Criminal Justice, University of Nevada, Las Vegas

2018-Present Program Director, Emergency and Crisis Management Master's Degree Program/Emergency Management Cybersecurity Graduate Certificate Program, University of Nevada, Las Vegas

2018-2019 Media Production Manager, Department of Criminal Justice, University of Nevada, Las Vegas

2012-2018 Part-time Instructor, Department of Criminal Justice, University of Nevada, Las Vegas

2012-2019 Research Project Coordinator, Department of Criminal Justice, University of Nevada, Las Vegas

2012-2018 Graduate Assistant/Research Assistant, Department of Criminal Justice, University of Nevada, Las Vegas

# Applicant 20 Executive Director

## INTERNSHIP

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- 2017-2018 Intern, Las Vegas Metropolitan Police Department, Southern Nevada Counter Terrorism Center, Las Vegas, Nevada
- 2013-2014 Intern, Clark County Family Court, Las Vegas, Nevada

## PUBLICATIONS

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### *Books*

- 2020 **Mizrachi, D. A.** *Stop Running in LAPs: Evaluating the Lethality Assessment Program's Effectiveness in Reducing Repeat Intimate Partner Violence.* Doctoral Dissertation. ProQuest Dissertations and Theses. (No. 3652)

### *Book Chapters*

- 2019 **Mizrachi, D. A.** & Troshynski, E. I. *Homicide, Suicide, and Domestic Violence.* Encyclopedia of Women and Crime. Eds. Frances P. Bernat & Kelly Frailing. Wiley Blackwell Publishing.

### *Articles*

- 2017 Troshynski, E., **Mizrachi, D. A.**, & Magnus, A. (2017) "Civil Protection Orders." In Oxford Bibliographies in Criminology. Ed. Beth M. Huebner. New York: Oxford University Press. doi: 10.1093/OBO/9780195396607-0194
- 2015 Troshynski, E., **Mizrachi, D. A.**, & Magnus, A. (2015) "Civil Protection Orders." In Oxford Bibliographies in Criminology. Ed. Beth M. Huebner. New York: Oxford University Press. doi: 10.1093/OBO/9780195396607-0194

### *Other Publications*

- 2013 **Mizrachi, D. A.** Graduate Student Research Article. Dr. Randall G. Shelden Student Research Page.

### *Works in Progress*

- 2019 **Mizrachi, D. A.** & Troshynski, Emily I. *Barriers Experienced When Applying for an Order of Protection.*

## RECENT CASES

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- 2020 US v. Harrison et al. - Case: 2:18-cr-000144-JAD-GWF. Hobbs Act Robbery

# Applicant 20 Executive Director

2019 Sabrina Henderson - Case: C-18-335330-1. Battered Woman Syndrome

## **PEER REVIEWS/BOOK REVIEWS/PROJECTS**

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- 2022 Evaluation of OJP Community Based Violence Intervention and Preventative (CVIPI) Projects for The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance (BJA)
- 2022 Research and Evaluation on Violent Crime and Firearm Violence in the Community for The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance (BJA)
- 2021 Book Chapter Review for Top Hat Publications of *a Measurement of Crime* by J. Wiley
- 2021 Book Chapter Review for Top Hat Publications of *The Evolution of Policing* by K. Frye
- 2019 Digital Resources Project for SAGE Publishing of *Essential Criminal Law, 3e* by Matthew Lippman
- 2018 Book Proposal Review for SAGE Publishing of *An Introduction to American Criminal Law: Hitler in Idaho* by Paul H. Robinson & Sarah M. Robinson
- 2018 Pre-Revision Review for SAGE Publishing of *Essential Criminal Law, 3e* by Matthew Lippman
- 2017 Pre-Revision Review for SAGE Publishing of *Contemporary Criminal Law: Concepts, Cases, and Controversies, 4e* by Matthew Lippman

## **RESEARCH AND GRANT EXPERIENCE**

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- 2017-2018 Research Associate. *Perceptions of Trust and Procedural Justice as Sources of Receptivity and Resistance to Video Surveillance* (National Science Foundation #1625808) Principal Investigators: Joel D. Lieberman and Terance D. Miethe (University of Nevada, Las Vegas)
- 2013-2017 Research Associate. *Understanding the Civil Protection Order Process: The Relationship Between Self-Help, the Court System and Experiential Knowledge*. Principal Investigator: Emily I. Troshynski (University of Nevada, Las Vegas)
- 2013-2016 Research Associate. *From Victim to Litigants: Domestic Violence, Legal Aid Partnerships with the Courts, and the Politics of Self-Help*. Principal Investigator:

# Applicant 20 Executive Director

Emily I. Troshynski (University of Nevada, Las Vegas)

- 2012-2014 Research Associate. *Juvenile Sex Trafficking*. Principal Investigator: M. Alexis Kennedy (University of Nevada, Las Vegas)
- 2012-2014 Research Coordinator. *Las Vegas Municipal Court Customer Satisfaction Survey*. Principal Investigator: Joel D. Lieberman (University of Nevada, Las Vegas)
- 2001-2002 Research Coordinator for Jury Decision Making Research Lab, Principal Investigator: Joel D. Lieberman (University of Nevada, Las Vegas)

## PRESENTATIONS

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### *Professional Presentations*

- 2019 **Mizrachi, D. A.** and Sousa, W. H. *The Impact of the Lethality Assessment Program on Repeat Intimate Partner Violence*. Presented at the 46<sup>th</sup> Annual Western Society of Criminology Conference. February 7-9, 2019.
- 2018 **Mizrachi, D. A.** and Sousa, W. H. *Criminological Factors Predicting Repeat Domestic Violence Victimization: Police Use of the Lethality Assessment Program*. Presented at the Graduate Research Symposium at the University of Nevada. Las Vegas. February 3, 2018.
- 2017 **Mizrachi, D. A.** and Sousa, W. H. *Criminological Factors Predicting Repeat Domestic Violence Victimization: Police Use of the Lethality Assessment Program*. Presented at the 73<sup>rd</sup> Annual Meeting of the American Society of Criminology. Philadelphia, PA, November 15-18, 2017.
- 2017 **Mizrachi, D. A.** and Troshynski, E. I. *Women's Access to Justice: Barriers Experienced When Applying for an Order of Protection*. Presented at the Graduate Research Symposium at the University of Nevada. Las Vegas. April 8, 2017
- 2016 **Mizrachi, D. A.** Guest Speaker, Pro-seminar in Criminal Justice- CRJ 700.
- 2016 **Mizrachi, D. A.** and Troshynski, E. I. *Women's Access to Justice: Barriers Experienced When Applying for an Order of Protection*. Presented at the 72<sup>nd</sup> Annual Meeting of the American Society of Criminology. New Orleans, LA, November 16-19, 2016.
- 2016 **Mizrachi, D. A.** *Abuse Us and Lose Us: Regional Effects of Disarming Domestic Violence Offenders*. Presented at the 7<sup>th</sup> Annual Greenspun College of Urban Affairs Graduate Research Symposium, April 18, 2016.

# Applicant 20 Executive Director

- 2016 **Mizrachi, D. A.** *Abuse Us and Lose Us: Regional Effects if Disarming Domestic Violence Offenders.* Presented at the Graduate Research Symposium at University of Nevada, Las Vegas. March 16, 2016.
- 2015 **Mizrachi, D. A.** *The Lautenberg Amendment: A Review of the Literature.* Presented at the 71<sup>st</sup> Annual Meeting of the American Society of Criminology. Washington, DC, November 18-21, 2015.
- 2015 Troshynski, E. I., MacDowell, E., **Mizrachi, D. A.**, & Magnus, A. *Understanding the Civil Protection Order Process: The Relationship Between Self-Help, the Court System, and Experiential Knowledge.* Presented at the Graduate Research Symposium at University of Nevada, Las Vegas. March 18, 2015.
- 2014 Troshynski, E. I., MacDowell, E., **Mizrachi, D. A.**, & Magnus, A. *Understanding the Civil Protection Order Process: The Relationship Between Self-Help, the Court System, and Experiential Knowledge.* Presented at the 70<sup>th</sup> Annual Meeting of the American Society of Criminology. San Francisco, CA, November 19-22, 2014.
- 2014 Magnus, A. M., **Mizrachi, D. A.**, & Troshynski, E. I. *Evaluating Pro Se Litigant Services: Preliminary Findings and Future Directions.* Presented at the 5<sup>th</sup> Annual Greenspun College of Urban Affairs Graduate Research Symposium at University of Nevada, Las Vegas. April 21, 2014.
- 2013 Magnus, A. M., **Mizrachi, D. A.**, & Troshynski, E. I. *Evaluating Pro Se Litigant Services: Preliminary Findings and Future Directions.* Presented at the 69<sup>th</sup> Annual Meeting of the American Society of Criminology. Atlanta, GA, November 19-22, 2013.

## TEACHING EXPERIENCE

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### *Undergraduate Courses*

- CRJ 104 **Instructor of Record:** *Introduction to Administration of Justice*, University of Nevada, Las Vegas (In-Person and Distance Education)
- CRJ 130 **Instructor of Record:** *Survey of Criminal Law*, University of Nevada, Las Vegas (In-Person and Distance Education)
- CRJ 269 **Instructor of Record:** *Introduction to Emergency Management*, University of Nevada, Las Vegas (In-Person and Distance Education)
- CRJ 301 **Instructor of Record:** *Research Methods in Criminal Justice*, University of Nevada, Las Vegas (Distance Education)
- CRJ 469 **Instructor of Record:** *Psychology and the Legal System*, University of Nevada,

# Applicant 20 Executive Director

Las Vegas (Distance Education)

PUA 410 **Instructor of Record:** *Research Methods for Public Administration*, University of Nevada, Las Vegas (Distance Education)

PUA 405 **Instructor of Record:** *Public Organizations*, University of Nevada, Las Vegas (Distance Education)

## **ACTIVITIES and SERVICE**

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### ***Service to the University***

2022-2022 UNLV Equity Institute Faculty Facilitator

2019-Present UNLV Graduate Council member

2019-Present UNLV Graduate Faculty member

2019-Present UNLV Graduate Awards Committee for Scholarships and Fellowships member

2018-2019 UNLV Grad Rebel Advantage Mentor- Inaugural Cohort

### ***Service to the Department***

2019-Present Graduate Coordinator - Department of Criminal Justice, Emergency and Crisis Management Master's Program

2013-Present UNLV Department of Criminal Justice Alumni Association Council

### ***Service to the Community***

2019-Present Peer Reviewer for The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance (BJA)

2016-Present Consultant - Friends and Family of Incarcerated Persons (FFIP)

2017 Consultant – ESPN's 30 for 30 Documentary Series

### ***Activities***

2012-Present The Honor Society of Alpha Phi Sigma- Theta Tau: Active Member



# Applicant 20 Executive Director

## **CERTIFICATIONS**

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2021	UNLV Equity Institute Training, University of Nevada, Las Vegas
2019	UNLV Graduate College Research Certificate, University of Nevada, Las Vegas
2019	FEMA Incident Command System – IS 100
2019	FEMA Incident Command System – IS 700
2019	FEMA Incident Command System – IS 200
2019	FEMA Incident Command System – IS 800
2019	FEMA Incident Command System – IS 300
2019	FEMA Incident Command System – IS 400

## **SPECIALIZED TRAININGS**

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2016	National Institute of Justice. <i>Research in the Real World: Understanding Law Enforcement Response to Gun Violence and Improving Multi-Disciplinary Partnerships for Peace</i> . August 24, 2016.
2016	Forensic Interview Training

## **AWARDS and HONORS**

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2018-2019	Recipient of Access Scholarship for Grad Rebel Advantage Mentorship Program
2012-2019	Recipient of Graduate Student Access Grant, University of Nevada, Las Vegas
2012-2019	Recipient of Graduate Assistantship, University of Nevada, Las Vegas
2015-2019	Graduate & Professional Student Association Research Funding, University of Nevada, Las Vegas
2014	Graduate & Professional Student Association Emergency Funding, University of Nevada, Las Vegas
2013	Graduate & Professional Student Association Research Funding, University of Nevada, Las Vegas
2013	Graduate & Professional Student Association Book Scholarship, University of Nevada, Las Vegas
2013	Dean's Associates' Funds, University of Nevada, Las Vegas
2000-2003	Dean's List for Academic Excellence, University of Nevada, Las Vegas

# Applicant 20 Executive Director

## **PROFESSIONAL AFFILIATIONS**

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Nevada Emergency Preparedness Association (NEPA)  
Alpha Phi Sigma- Theta Tau (APS)  
American Society of Criminology (ASC)  
Western Society of Criminology (WSC)

## **REFEERENCES AVAILABLE UPON REQUEST**

# Applicant 21 Executive Director

September 25, 2022

Nevada State Board of Cosmetology  
C/O Andrew Helms, CFO  
8945 W. Russell Rd. #100  
Las Vegas, NV 89148

To whom it may concern,

Please accept this letter of interest for the position of Executive Director for the Nevada State Board of Cosmetology. Throughout my career, I have provided senior-level leadership for multiple governmental, private sector and non-profit agencies. I hold a master's degree in Public Administration, with an emphasis in Continuity of Operations. I have senior-level experience leading two state agencies with fifteen years of senior-level, public-sector experience. In addition, I have 20 years of private-sector business and community outreach as well as public policy experience. I am a Certified Public Manager (CPM). My references include Mayors, County Commissioners, University Regents and other Community Leaders that I have worked with closely over the years on public, private and community related programs. I have extensive administrative experience and a solid background working with federal, state, county and city agencies and private organizations throughout Nevada.

***Direct Government Administration Experience includes:***

Nevada State Public Charter School Authority - Deputy Director: 5.5 Years  
Nevada Employee Management Relations Board - Commissioner (Exec. Director): 2.5 Years  
Clark County Fire Department - Volunteer Disaster Coordination VOAD: 5 Years  
Nevada Nuclear Projects Commission - Commissioner (Governor Appointed): 3 Years  
Nevada State Contractors Board - Board Member (Governor Appointed): 3 Years  
Clark County Enterprise Town Advisory Board (Commissioner Appointed): 4 Years  
Registered Lobbyist Nevada Legislature (Seven Legislative Sessions)

As former Deputy Director of the State Public Charter School Authority (SPCSA), I built strong professional relationships with other state agencies, local governments, community partners and stakeholders. I have been involved in developing strategic plans and overseeing 70 campuses statewide serving almost 60,000 students. From November 2018 - April 2019, I served as Acting Executive Director for the agency and led the legislative outreach program for the agency. I am actively involved with local, state and federal elected/appointed officials on a regular basis. I developed and implemented the Charter School Safety Committee and served as a member of the Nevada Department of Education, Washoe and Southern Nevada Health District Re-Opening Schools Committees for COVID-19 Response/Recovery. I assisted schools to implement student telehealth and dental programs. I am a licensed Contractor with was assigned oversight for all new charter school construction and facilities replacement/renewal.

I previously served as the Commissioner (Executive Director) of the Nevada Local Government Employee-Management Relations Board (EMRB), the state equivalent of the National Labor Relations Board. As the state's top labor relations expert, I worked directly with all local government employers in the state (fire departments, law enforcement, health districts, cities, counties, school districts, water districts, hospitals, etc.), their unions and attorneys on labor relations issues. The goal of the EMRB is to settle labor disputes as they arise in a neutral and timely manner and my duties included providing local government employers with guidance and

# Applicant 21 Executive Director

training to avoid prohibited labor practices thus improving ongoing labor relations. I had oversight for legislative outreach and media relations.

I am a national speaker on Emergency Management and have been invited to speak in national venues and state emergency management conferences throughout the United States. I am a graduate of the FEMA National Emergency Management Advanced Academy and the FEMA National Emergency Management Executive Academy. These FEMA Leadership Academies have allowed me to build a strong national base of relationships in emergency management and crisis communications. My work in emergency management led to being asked, by the City of Las Vegas and the Clark County Fire Department, to serve on the Incident Command Team following the 1 October Las Vegas Festival Shooting. I was assigned leadership oversight for Spiritual/Emotional Care, Donations Logistics and Volunteer Management for the incident. I am a member of the Southern Nevada Local Emergency Planning Committee (LEPC) which includes all regional law enforcement and fire agencies, municipal Emergency Managers as well as other community and business stakeholders. I am also a member of the Urban Area Security Initiative which distributes Homeland Security Grants to local law enforcement and fire organizations. I have extensive leadership training through the DHS, FEMA and other state and local agencies.

In addition to full-time employment with the state as an administrator, in my private-sector years, I served under three Governors, and numerous County Commissioners, on various state and local boards and commissions including:

- Nevada State Contractors Board
- Nevada State Construction Education Commission
- Clark County Regional Clean Water Coalition
- Clark County Enterprise Town Advisory Board
- Nevada Nuclear Projects Commission

I enjoy community outreach and actively seek out elected officials, community stakeholders and business leaders and get to know them so when questions or challenges arise, we have already established and maintained open lines of communication and trust. Through my senior-leadership positions with the State of Nevada, I have built and maintained strong relationships statewide. My personal references include officials that I have worked with on community issues over the years. I enjoy working with the legislature and have been involved with the legislative process on various issues (emergency management, education, labor relations, nuclear waste, construction) over the last two decades. I have led Public Information, Media Relations, Government Affairs, Legislative Relations and Community Engagement efforts for numerous organizations in the public, private and non-profit sectors.

It is important for you to know what other community leaders feel about my capabilities and leadership. Here are some excerpts from previous reference requests:

*" is an effective communicator who works hard to be a team builder. People who work with him know what is expected of them and where they stand. He is forthright and fair and anxious to help others contribute to success while always working to recognize accomplishment and give credit to others. ability to work well ranks among the best I have encountered. He works hard to understand the challenges of others in the organization."*

**- Jim Gibson, Clark County (Nevada) Commissioner**

*"I have confidence in abilities and know he would bring integrity and commitment to any position he holds. I highly recommend him for... any other opportunity that might present itself,*

# Applicant 21 Executive Director

*knowing that he will use his knowledge, abilities, and community contacts to better any organization with which he is affiliated.”*

**- Mayor John Lee, North Las Vegas, Nevada**

*demonstrates a well-developed set of leadership skills including effective oral and written communication skills, strategic and innovative thinking, a high level of personal integrity and honesty, a collaborative approach to addressing challenges and opportunities, and a talent for relationship building.”*

**- Mayor Debra March, Henderson, Nevada**

*“He leads by example. Does not ask anyone to do something that he will not do. He has good organizational skills and can delegate and pass on to the right people... able to inspire to get people to work towards a common goal. He has excellent leadership skills... I think has tremendous character, willing to put in the work and the effort. I appreciate his service and work. I have the utmost respect for him.”*

**- John Steinbeck, Clark County Deputy Fire Chief**

It is important to give back to the community and I have been actively involved with numerous charitable and community organizations. I have been honored, statewide and nationally, for my community service work including:

- 2015 Finalist Nevada Governors Point of Light Awards - Outstanding public service working with the unemployed during the recession.
- 2018 National Emergency Management Volunteer of the Year in the United States - Regarding service as a member of the Incident Command Team following the 1 October Festival Shooting.
- 2021 - Received “Proclamation” from the Clark County Commission for my emergency management, crisis communications and public service work in the community.

I am a hands-on administrator which allows me to understand specific departmental needs. I work hard to make sure all diversity groups have equitable opportunities for success. The combination of skills, practical experience and community relationships that I bring to the table would be hard to duplicate.

Sincerely,

# Applicant 21 Executive Director

**Stavros Anthony, Las Vegas City Council**

**Byron Brooks, Nevada University Regent**

**Moises (Mo) Denis, Nevada State Senator**

**James (Jim) Gibson, Clark County Commissioner (Chair)**

**Peter Guzman, President, Latin Chamber of Commerce**

**Dr. Chad Kingsley, Southern Nevada Health District**

**Marilyn Kirkpatrick, Clark County Commissioner**

**John Lee, Mayor of North Las Vegas**

**Debra March, Mayor of Henderson**

**Michael Naft, Clark County Commissioner**

**Dr. Greta Peay, Diversity Matters, LLC**

**Laura Perkins, Nevada University Regent**

**Margaret Pickard, Judge Eighth Judicial District Court**

**John Steinbeck, Fire Chief - Clark County**

**Dan Stewart, Henderson City Council**

*Excerpts from previous reference requests:*

*is an effective communicator who works hard to be a team builder. He is forthright and fair and anxious to help others contribute to success while always working to recognize accomplishment and give credit to others. Brian's ability to work well ranks among the best I have encountered". - Jim Gibson, Clark County (Nevada) Commissioner*

*"I have confidence in                   abilities and know he would bring integrity and commitment to any position he holds. I highly recommend him for... any other opportunity that might present itself, knowing that he will use his knowledge, abilities, and community contacts to better any organization with which he is affiliated". - Mayor John Lee, North Las Vegas, Nevada*

*demonstrates a well-developed set of leadership skills including effective oral and written communication skills, strategic and innovative thinking, a high level of personal integrity and honesty, a collaborative approach to addressing challenges and opportunities, and a talent for relationship building". - Mayor Debra March, Henderson, Nevada*

*leads by example. Does not ask anyone to do something that he will not do. He has good organizational skills and can delegate and pass on to the right people... able to inspire to get people to work towards a common goal. He has excellent leadership skills... I think                   has tremendous character, willing to put in the work and the effort. I appreciate his service and work. I have the utmost respect for him". - John Steinbeck, Clark County Deputy Fire Chief*



# Applicant 21 Executive Director

January 25, 2022

To whom it may concern:

I am writing this letter of recommendation on the behalf of \_\_\_\_\_ As I have known \_\_\_\_\_ for twenty years, I consider it a great honor to write this letter. He has served this community with exceptional dedication, professionalism, and with a high level of integrity.

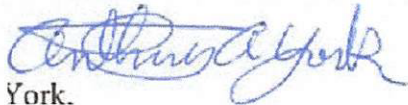
As a Police Sergeant, I first met \_\_\_\_\_ as we were both appointed by the Board of County Commissioners for Clark County to a Citizen Advisory Committee. After serving for many years on that committee, I continued to interact with him at a variety of events, trainings, emergency management situations, and social encounters. Upon my retirement as a Police Captain in September 2018, I directly worked, coordinated, and collaborated with \_\_\_\_\_ in his role as Deputy Director for the Nevada State Public Charter School Authority (SPCSA) and in my role as the Director of School Safety for Academica Nevada,

As a work professional, \_\_\_\_\_ is seeking new adventures and challenges. Rather than me highlight specific experiences or accomplishments which are clearly contained in his resume and can be supplemented to you by following-up with me, would like to highlight my observations as my reasons for recommending him. \_\_\_\_\_ problem solving skills makes him a superior choice for your organization. I believe he will be highly successful because he is self-motivated, task driven, and experienced in dealing with a wide variety of professions and situations. He is highly respected not only the professional arena but in the community, \_\_\_\_\_ positive demeanor, and integrity will ensure that his actions reflect well upon him, and your organization,

As a person, \_\_\_\_\_ is ethically motivated, approachable, compassionate, and able to communicate well with others regardless of the setting or audience. Once dedicated to a personal, community or professional role, he is committed to not only following through with his commitments but doing it to the best of his ability. \_\_\_\_\_ is able to adapt to a variety of situations and establish strong positive relationships.

As a longtime member of the Southern Nevada community, He is not only very active and committed to his family, church, and community but he has sought to be in a leader in all that he pursues. In his volunteering efforts, \_\_\_\_\_ has excelled at his commitment and task completion. Upon your request, I can provide specific examples especially regarding school safety, emergency management, and charitable causes,

I hope that this letter assists you in your review of \_\_\_\_\_ qualifications. My experiences with him leads me to the belief that he will be highly successful in his future endures. As this letter is a general overall recommendation, I encourage you to contact me for more specific examples of his character, work ethic, experience, and abilities that will directly apply to your organization.



York.

Sincerely,

Anthony York,

# Applicant 21 Executive Director



February 1, 2022

RE: Recommendation for

I am writing to recommend leadership, knowledge, and willingness for your consideration. I have had the privilege of collaborating with through my position at the Southern Nevada Health District (SNHD) during the COVID-19 Pandemic. has been an integral part of developing and executing the Health District's guidance and response to COVID for schools. His knowledge and experience helped clarify key points and policies so that a balanced and realistic response could be provided. is excellent at communication in all forms and is prompt in his responses. He is confident in expressing his concerns and providing solutions.

One clear memory of success was promoting health prevention standards to charter schools' leadership. The myriad circumstances that create barriers to many community members is a challenge, but Brian can recognize and address those barriers. He successfully advocated for staff and student needs. Without his experience and knowledge, the need for special considerations towards the more vulnerable of our population may have been overlooked. I do not doubt capacity to lead successful teams and solutions. Thank you for the opportunity to promote and recommend Working with him has been a rewarding aspect of my career. Don't hesitate to get in touch with me for any further information.

Sincerely,

Chad Kingsley, MD, MBA  
SNHD-COVID-19 Response, ICS Command Staff

Regional Trauma Coordinator  
Southern Nevada Health District



# Applicant 21 Executive Director

Steve Sisolak  
*Governor*

STATE OF NEVADA

Rebecca Feiden  
*Executive Director*



## STATE PUBLIC CHARTER SCHOOL AUTHORITY

1749 North Stewart Street Suite 40      2080 East Flamingo Road Suite 230 Carson City,  
Nevada 89706-2543      Las Vegas, Nevada 89119-5164  
(775) 687-9174 • Fax (775) 687-9113      (702) 486-8895 • Fax (702) 486-5543

January 14, 2022

To whom it may concern:

served as the Deputy Director of the State Public Charter School Authority (SPCSA) for approximately five and half years. In the last two years, his work has included activities such as coordinating the agency's community working group, managing the SPCSA's pre-opening process for new and expanding charter schools, including evaluating compliance with facility requirements, conducting oversight of school emergency preparedness, serving as the liaison to the Nevada Department of Education regarding school emergency preparedness, and serving as a liaison to local health districts regarding the agency's COVID-19 response. In my experience, is a true team player and operates with the utmost integrity.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rebecca Feiden".

Rebecca Feiden

Executive Director, State Public Charter School Authority

# Applicant 21 Executive Director

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## PROFILE SUMMARY

Seasoned, growth-driven professional offering innovative leadership in the administration of public relations, marketing and branding strategies as well as internal/external communications, media relations, and reputation management. Solid history of providing optimal oversight for public events, cross channel communications, establishing shareholder partnerships with appropriate organizations, including media, press inquiries, as well as creation and implementation of communication policy, executive communications, crisis management and social media strategy. Strong decision-making skills and the determination to see projects through to completion delivering results on time and within scope, budget, and quality parameters. Experience establishing service-oriented cultures which promote positive employee and customer experience; creating objectives and goals that enhance the brand and perceptions of the organization. Eager to continue driving growth in a quality minded organization.

## HIGHLIGHTS OF QUALIFICATIONS

- Accomplished executive in the public, private and non-profit sectors with expertise in municipal and state operations, education, labor relations and collective bargaining, government affairs, strategic planning, crisis communication, finance, construction, community engagement, safety, and emergency management.
- Well-versed in overseeing all facets of mission-critical projects from inception through execution, identifying and securing necessary resources, equipment and staff to meet project deadlines and budgetary constraints.
- Using risk assessment and routinely reviewing available data to analyze the strengths, weaknesses, opportunities and threats of organizations, making recommendations to maintain strengths and address and improve weaknesses.
- Dedicated to building strong internal and external relationships, inspiring positive organizational change, influencing peers to perform at the highest level while identifying and translating organizational needs, expectations, and preferences into actionable items ranging from impactful policies to public events and communications.

## CORE COMPETENCIES

- |                                  |                                     |                                |
|----------------------------------|-------------------------------------|--------------------------------|
| • Crisis Management              | • Key Performance Initiatives       | • Team Leadership/Supervision  |
| • Marketing & Branding           | • Project/Program Management        | • Social Media Strategy        |
| • Strategic Planning & Execution | • Public Relations                  | • Budgeting & Cost Control     |
| • Media Relations                | • Board Meeting Support             | • Industry Trends              |
| • Community Engagements          | • Event Management                  | • Staff Training & Development |
| • Corporate Communications       | • Relationship/Stakeholder Building | • Government Affairs           |

## PROFESSIONAL EXPERIENCE

**State Public Charter School Authority**  
**Deputy Director**

**May 2016 - Jan 2022**

- Provided optimal oversight for staff teams, programming, budget, school performance, special education, title programs, grants and community outreach
- Demonstrated efficiency in expanding opportunities for all students, especially students at risk, and offered exceptional support in establishing standards to develop climate, culture and emergency management procedures for schools
- Leveraged expertise in creating the SPCSA Charter School Safety Committee and fostered solid working relationships with schools and external stakeholder including law enforcement agencies, fire departments and other agencies statewide

# **Applicant 21 Executive Director**



# Applicant 21 Executive Director

- Addressed issues regarding education policy in coordination with the Nevada Department of Education (NDE), Nevada legislature and local governments and served as a member of the Nevada Department of Education, Washoe and Southern Nevada Health District Re-Opening Schools Committees for COVID-19 Response/Recovery
- Excelled in serving 60,000 students across 70 campuses statewide and coordinated Pre-Opening school process which involves all aspects of opening new and expanding schools including construction oversight
- Piloted the process of managing the SPCSA social media outreach,
- Liaison with the NDE for Career Technical Education (CTE) and Dual Credit/Jump Start school programs

## **Emergency Management/Crisis Communications/Incident Command Team**

**Sep 2013 - Present**

- Designated to serve within the Nevada, California, and Arizona areas in Emergency Management for the Church of Jesus Christ of Latter-Day Saints while serving as chair of Southern Nevada VOAD (Voluntary Organizations Active in Disaster)
- Accountable for addressing high-stress situations through facilitating emergency plans, crisis communications, and disaster response in collaboration with the community, faith-based, and federal/state/local government organizations and personnel
- Delivered prompt response to the 1 October Festival Shooting as a member of Incident Command Team and engaged in comprehensive Emergency Management and Crisis Communications training through FEMA and DHS
- Awarded the 2018 "National Emergency Management Volunteer of the Year" in the United States
- Completed Trauma Assessment, Mental Health, and Suicide Prevention training and worked as a licensed HAM radio operator
- Promoted organizational growth as a member of the Southern Nevada LEPC, UAWG, and UASI as well as functioned as Volunteer Coordinator at Clark County Emergency Operation Center

## **Scroggins Development**

**May 1994 - Present**

### **Owner/Developer**

- Executed projects focused on construction and maintenance of single-family custom residential and industrial properties
- Managed operations involving land acquisition, comprehensive planning, permitting, and construction

## **Nevada Employee Management Relations Board (EMRB)**

**Apr 2011 - Sep 2013**

### **Commissioner**

- Tasked with establishing and implementing budget, strategic initiatives, and legislative policies as well as enhanced functional knowledge of labor law and federal, state, and local labor regulations as well as collective bargaining oversight
- As a certified mediator, aligned organizational growth through facilitating settlement conferences and fact-finding panels
- Laid groundwork to coordinate collective bargaining procedures to avoid prohibited labor practices for government and employee organizations
- Created a Settlement Conference Program which generated a 25% decrease in agency case backlogs while developing additional programs to increase mediation among litigants and increased statewide agency outreach
- Recognized for expertise in managing media relations and excellence in working statewide with all cities, counties, fire and law enforcement agencies, school districts, hospitals and employee groups representing 80,000 employees in Nevada

## **Nevada Commission for Nuclear Projects**

**Jun 2009 - Jun 2012**

### **Commissioner**

- Appointed by the Governor, with the express intent to advise the Governor, Executive Branch Agencies and the Nevada Legislature on matters related to disposal of radioactive waste with oversight of the Nevada Agency for Nuclear Projects

## **Regional Clean Water Coalition (CWC)**

**2003 - 2010**

### **Board Member**

- Coalition facilitated collaborative water and waste-water efforts between the governmental agencies of Clark County, Henderson, Las Vegas, North Las Vegas, Southern Nevada Water Authority, Clark County Water Reclamation District as well as numerous other federal, state, and local stakeholders from the western United States

## **United Sign Inc.**

**May 1994 - Apr 2011**

### **Vice President/Chief Operations Officer**

- Drive corporate growth for high-volume marketing and communications business serving the developer, contractor, homebuilder and commercial real estate industries
- Strict adherence to all state and federal OSHA regulatory standards in addressing compliance issues
- Active member of the Associated General Contractors, Associated Builders and Contractors and the Southern Nevada Home Builders Association
- Coordinated Human Resource functions including **Employee Relations, Recruitment/Employment, Classification, Compensation, Training, and onboarding new employees.**

# Applicant 21 Executive Director

**Associated Builders and Contractors**

**Feb 2007 - Aug 2008**

**Vice President**

- Provided leadership handling issues involving education, support services, membership, marketing, financial, grant writing, government relations, and special event management in collaboration with President and Board of Directors

**Nevada State Contractors Board**

**Jun 2002 - Jun 2005**

**Board Member**

- Appointed by the Governor to provide strategic oversight in evaluating licensing material for prospective contractors and continued oversight for the regulatory performance of 16,000 licensed contractors in Nevada
- Cooperative leadership in discussing, analyzing, and voting on contractor licensure issues
- Hearing Officer duties in recommending process improvement initiatives, establishing fines and strategic plans
- Instrumental in ensuring minority contractors were provided opportunities to engage in construction and contractor bidding opportunities in collaboration with Minority Contractors Association

## PREVIOUS WORK EXPERIENCE:

**Commissioner | Nevada Construction Education Commission**

**Jun 2004 - Jun 2005**

**Board Member | Clark County Enterprise Town Advisory Board: Land Planning and Zoning Approval**

**Jun 2000 - Jun 2004**

**Marketing Director | Rhodes Homes Inc.: Advertising, Marketing, Public Relations, Media**

**Dec 1993 - Sep 1995**

**Public Information Specialist | Las Vegas Valley Water District/SNWA: Public Relations, Media**

**Oct 1990 - Dec 1993**

**Promotion Coordinator | Las Vegas Review-Journal/Las Vegas Sun: Advertising, Marketing**

**Dec 1989 - Oct 1990**

## EDUCATION

Master's Degree in Public Administration

BA, AA Design

Graduate - FEMA National Emergency Management Advance Leadership Academy

Graduate - FEMA National Emergency Management Executive Academy Leadership Academy

## LICENSURE & CERTIFICATION

Certified Public Manager

Certified Mediator

Extensive FEMA and DHS training

Nevada Contractors License

## HONORS & AWARDS

Finalist - 2015 Nevada Governors Point of Light Award

2018 "National Emergency Management Volunteer of the Year" in the United States

2021 Clark County Commission Proclamation for Emergency Management and Community Service

Numerous Local and National Media Awards

National Speaker on Emergency Management

## VOLUNTEERING SERVICES & PROFESSIONAL AFFILIATIONS

Former Board Member - Leukemia and Lymphoma Society

Former Church Congregation Leader managing programs for all age groups

Former Board Member - Clark County Shooting Sports Park Advisory Committee

Executive Board - Las Vegas Area Council Boy Scouts of America

Member - Nevada Local Emergency Planning Committee (LEPC)

Member - Urban Area Security Initiative (Homeland Security Funding)

Former Chair - Southern Nevada VOAD (Voluntary Organizations Active in Disaster)

Chair - Nevada VOAD (Voluntary Organizations Active in Disaster)

# **Applicant 21 Executive Director**

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 13

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	10 (?)
Experience with NRS 241, 644A, 622	Up to 10	0
Contract management experience	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	0
Consistent, professional level employment (no unexplained gaps)	Up to 5	<del>##</del> 5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	65

75



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 14

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Contract management experience	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	105



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 15

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5 (?)
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622 - <i>Chairmen of board</i>	Up to 10	5
Contract management experience	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	10 - <i>owned firm</i>
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	65

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 14

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	<del>10</del> 0
Experience with NRS 241, 644A, 622	Up to 10	5
Contract management experience	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	75

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 17

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Contract management experience	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	0
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	55

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 18

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Contract management experience	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	0
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	45

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 19

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	0
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Contract management experience	Up to 10	5 <del>10</del> (?)
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	0
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	<del>110</del> 50

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 20

*Challenging  
Resume to follow*

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	10
Contract management experience	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	5- fema?
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	95 or 90



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 21

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	<del>10</del> 0
Experience drafting legislative documents	Up to 10	0 <i>5 - implementing</i>
Experience with NRS 241, 644A, 622	Up to 10	<del>10</del> 0
Contract management experience	Up to 10	5 0
Demonstrated inter/intra-agency relations	Up to 10	<del>10</del> 0
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0 <i>5 (fema?)</i>
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	<del>100/95</del>

~~70~~ 60

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 13

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622, 233b.	Up to 10	9
Contract management experience	Up to 10	9
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	93



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 14

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622, 222b	Up to 10	10
Contract management experience	Up to 10	9
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	3
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	102

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 15

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	9
Experience with NRS 241, 644A, 622, 633b	Up to 10	10
Contract management experience	Up to 10	9
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	3
Military Experience	Up to 5	1
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	87

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 14

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	<del>10</del>
5 years management/supervisory experience	Up to 10	9
Experience drafting legislative documents	Up to 10	5
Experience with NRS 241, 644A, 622, <del>233D</del>	Up to 10	5
Contract management experience	Up to 10	<del>10</del>
Demonstrated inter/intra-agency relations	Up to 10	8
Experience developing/adhering to a budget	Up to 10	<del>10</del>
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	82

8  
5  
3  
3  
8  
5  
65

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 17

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	8
Contract management experience	Up to 10	9
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to a budget	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	15
<b>TOTAL:</b>	110	77

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 18

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Contract management experience	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	8
Experience developing/adhering to a budget	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	2
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	50

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 19

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Contract management experience	Up to 10	8
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	8
Consistent, professional level employment (no unexplained gaps)	Up to 5	3
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	89

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 20

	Points	Points Received	
Master's or higher in related field	Up to 10	10	
Public sector experience	Up to 10	10	
5 years management/supervisory experience	Up to 10	<del>10</del>	5
Experience drafting legislative documents	Up to 10	0	
Experience with NRS 241, 644A, 622	Up to 10	0	
Contract management experience	Up to 10	<del>8</del>	5
Demonstrated inter/intra-agency relations	Up to 10	<del>10</del>	5
Experience developing/adhering to a budget	Up to 10	<del>5</del>	3
Consistent, professional level employment (no unexplained gaps)	Up to 5	5	
Military Experience	Up to 5	3	
Complete application package (resume and cover letter)	Up to 20	15	10
TOTAL:	110	74	50

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 21

	Points	Points Received
Master's or higher in related field .	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	7
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Contract management experience	Up to 10	7
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	7
Consistent, professional level employment (no unexplained gaps)	Up to 5	1
Military Experience	Up to 5	2
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	84



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 13

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	-
Experience with NRS 241, 644A, 622	Up to 10	-
Contract management experience	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	10
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
TOTAL:	110	75

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number:           1914          

	Points	Points Received
Master's or higher in related field	Up to 10	5
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Contract management experience	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to a budget	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	.
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	80

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 15

	Points	Points Received
Master's or higher in related field	Up to 10	5
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	
Experience drafting legislative documents	Up to 10	
Experience with NRS 241, 644A, 622	Up to 10	
Contract management experience	Up to 10	
Demonstrated inter/intra-agency relations	Up to 10	
Experience developing/adhering to a budget	Up to 10	
Consistent, professional level employment (no unexplained gaps)	Up to 5	
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 16

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5
Experience drafting legislative documents	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Contract management experience	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	—
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	60

Remote?

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 17

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	
Experience drafting legislative documents	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Contract management experience	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to a budget	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	50

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 18

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience drafting legislative documents	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Contract management experience	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to a budget	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	50

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 19

	Points	Points Received
Master's or higher in related field	Up to 10	5
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	1
Experience drafting legislative documents	Up to 10	1
Experience with NRS 241, 644A, 622	Up to 10	1
Contract management experience	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	1
Experience developing/adhering to a budget	Up to 10	1
Consistent, professional level employment (no unexplained gaps)	Up to 5	1
Military Experience	Up to 5	1
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	25

# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 20

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5
Experience drafting legislative documents	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Contract management experience	Up to 10	<del>5</del> 10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to a budget	Up to 10	<del>5</del> 10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	<del>70</del> 90



# Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 21

	Points	Points Received
Master's or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	5
Experience drafting legislative documents	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Contract management experience	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to a budget	Up to 10	—
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	15
TOTAL:	110	35

Board member - Not Employment

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 1

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	60

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 2

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	105

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 3

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	0
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	40

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 4

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	2
Demonstrated inter/intra-agency relations	Up to 10	0
Experience developing/adhering to internal policies and procedures	Up to 10	2
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	39

## Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 5

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	<del>10</del> 5
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	60



# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number:     6    

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	0
Experience with organizing professional/public meetings	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	0
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	2
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	37

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 7

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	0
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	40



# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 8

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	40

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 9

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	0
5 years management/supervisory experience	Up to 10	0
Experience with organizing professional/public meetings	Up to 10	0
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	0
Experience developing/adhering to internal policies and procedures	Up to 10	0
Consistent, professional level employment (no unexplained gaps)	Up to 5	0
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	20

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 11

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	<del>10</del> 5
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	100

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 12

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	105

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 1

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	8
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	5
Experience within compliance, licensing, or regulatory industries	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	8
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	71



# Deputy Executive Director Applicant Initial Review Scoring Matrix

B

Candidate Number: \_\_\_\_\_

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	8
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	7
Consistent, professional level employment (no unexplained gaps)	Up to 5	2
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	62

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 4

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	5
Experience within compliance, licensing, or regulatory industries	Up to 10	3
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	58



# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 5

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	<del>8</del> 8
Experience with organizing professional/public meetings	Up to 10	2
Experience with NRS 241, 644A, 622	Up to 10	5
Experience within compliance, licensing, or regulatory industries	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	55

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 6

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	7
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	3
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	60

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 7

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	8
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	<del>5</del> 5
<b>TOTAL:</b>	110	48

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 8

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	8
Experience within compliance, licensing, or regulatory industries	Up to 10	8
Demonstrated inter/intra-agency relations	Up to 10	0
Experience developing/adhering to internal policies and procedures	Up to 10	3
Consistent, professional level employment (no unexplained gaps)	Up to 5	3
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	36

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 9

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	0
Experience with organizing professional/public meetings	Up to 10	3
Experience with NRS 241, 644A, 622	Up to 10	0
Experience within compliance, licensing, or regulatory industries	Up to 10	0
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	0
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	33

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 10

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	
Public sector experience	Up to 10	
5 years management/supervisory experience	Up to 10	
Experience with organizing professional/public meetings	Up to 10	
Experience with NRS 241, 644A, 622	Up to 10	
Experience within compliance, licensing, or regulatory industries	Up to 10	
Demonstrated inter/intra-agency relations	Up to 10	
Experience developing/adhering to internal policies and procedures	Up to 10	
Consistent, professional level employment (no unexplained gaps)	Up to 5	
Military Experience	Up to 5	
Complete application package (resume and cover letter)	Up to 20	
<b>TOTAL:</b>	110	

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 11

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10.5
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10.5
Experience with NRS 241, 644A, 622	Up to 10	10.5
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10.5
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
TOTAL:	110	105 85

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 12

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	0
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	105



# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 1

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	40

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number:     2    

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	5
Experience with NRS 241, 644A, 622	Up to 10	5
Experience within compliance, licensing, or regulatory industries	Up to 10	5
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	70

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 3

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	—
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	—
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	10
<b>TOTAL:</b>	110	30

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 4

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	30

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 5

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	—
5 years management/supervisory experience	Up to 10	—
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	—
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	15

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 6

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	5
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	5
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	<del>20</del> 15
<b>TOTAL:</b>	110	<del>110</del> 55

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 7

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	1
Experience with organizing professional/public meetings	Up to 10	1
Experience with NRS 241, 644A, 622	Up to 10	1
Experience within compliance, licensing, or regulatory industries	Up to 10	1
Demonstrated inter/intra-agency relations	Up to 10	1
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	1
Complete application package (resume and cover letter)	Up to 20	10
TOTAL:	110	30

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 8

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	5
5 years management/supervisory experience	Up to 10	—
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	5
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	5
<b>TOTAL:</b>	110	20



# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 9

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	5
Public sector experience	Up to 10	—
5 years management/supervisory experience	Up to 10	—
Experience with organizing professional/public meetings	Up to 10	—
Experience with NRS 241, 644A, 622	Up to 10	—
Experience within compliance, licensing, or regulatory industries	Up to 10	—
Demonstrated inter/intra-agency relations	Up to 10	—
Experience developing/adhering to internal policies and procedures	Up to 10	—
Consistent, professional level employment (no unexplained gaps)	Up to 5	—
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	15
<b>TOTAL:</b>	110	20

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 10

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	
Public sector experience	Up to 10	
5 years management/supervisory experience	Up to 10	
Experience with organizing professional/public meetings	Up to 10	
Experience with NRS 241, 644A, 622	Up to 10	
Experience within compliance, licensing, or regulatory industries	Up to 10	
Demonstrated inter/intra-agency relations	Up to 10	
Experience developing/adhering to internal policies and procedures	Up to 10	
Consistent, professional level employment (no unexplained gaps)	Up to 5	
Military Experience	Up to 5	
Complete application package (resume and cover letter)	Up to 20	
<b>TOTAL:</b>	110	

# Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 11

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	<del>10</del> 7
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	<del>107</del> 102

## Deputy Executive Director Applicant Initial Review Scoring Matrix

Candidate Number: 12

	Points	Points Received
Bachelor's Degree or higher in related field	Up to 10	10
Public sector experience	Up to 10	10
5 years management/supervisory experience	Up to 10	10
Experience with organizing professional/public meetings	Up to 10	10
Experience with NRS 241, 644A, 622	Up to 10	10
Experience within compliance, licensing, or regulatory industries	Up to 10	10
Demonstrated inter/intra-agency relations	Up to 10	10
Experience developing/adhering to internal policies and procedures	Up to 10	10
Consistent, professional level employment (no unexplained gaps)	Up to 5	5
Military Experience	Up to 5	—
Complete application package (resume and cover letter)	Up to 20	20
<b>TOTAL:</b>	110	105

<b>Position Applied For</b>	<b>Applicant Number</b>	<b>GWEN</b>	<b>KATHEY</b>	<b>JENNIFER</b>	<b>TOTAL</b>	<b>RANKING</b>
Deputy Executive Director	1	71	40	60	171	4
Deputy Executive Director	2	88	70	105	263	3
Deputy Executive Director	3	62	30	40	132	6
Deputy Executive Director	4	58	30	39	127	8
Deputy Executive Director	5	55	15	60	130	7
Deputy Executive Director	6	60	55	37	152	5
Deputy Executive Director	7	48	30	40	118	9
Deputy Executive Director	8	36	20	40	96	10
Deputy Executive Director	9	33	20	20	73	11
<i>Deputy Executive Director</i>	<i>10</i>				<i>0</i>	
Deputy Executive Director	11	85	102	100	287	2
Deputy Executive Director	12	105	105	105	315	1
<b>Position Applied For</b>	<b>Applicant Number</b>	<b>GWEN</b>	<b>KATHEY</b>	<b>JENNIFER</b>	<b>TOTAL</b>	<b>RANKING</b>
Executive Director	13	93	75	75	243	2
Executive Director	14	102	80	105	287	1
Executive Director	15	87	20	65	172	7
Executive Director	16	65	60	75	200	5
Executive Director	17	77	50	55	182	6
Executive Director	18	50	50	45	145	9
Executive Director	19	89	25	50	164	8
Executive Director	20	56	90	90	236	3
Executive Director	21	84	35	60	179	4

[1] applicant withdrew application