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## Experience Profile Summary

Community organizer between diverse citizen groups: facilitating research, policy development, volunteer training, consensus building, and communications to bring people together with community building purpose. Past projects in China, West Africa, the American South, and my home in Northern Nevada.

## Accomplishments and Transferable Skills

- **Inspirational Leadership**
  - Focused on making the main things the main things
  - Recruit ambassadors for visionary hope
  - Designed practicum to gain long-term insight and teach participants with demonstration projects
  - Performed strategic steps to connect teams
  - Created open data sets for the tech community to deploy
  - Assisted real estate professionals and owners with development proposals and volunteer programs
  - Encouraged participation in municipal projects through community outreach
  - Managed multiple Facebook communities to promote effective communication
  - Assisted community database subscribers via email, phone, and in-person meetings
  - Researched and engaged stakeholders to invite to the Reno metro area
- **Managerial Administration**
  - Bundled records for organized projects and access with proper monitoring for field experiences
  - Compiled data into dynamic reports to improve decision making about budgets
  - Maintained open meeting law compliant campaign designs and program schedules
  - Developed fund development plans for community projects
  - Followed and documented grant objectives to connect actions with guiding principles
- **Technical Education**
  - Developed and maintained calendar resources
  - Provided technical assistance to strengthen the process
  - Created PowerPoint templates to standardize and improve communications
  - Trained staff and volunteers with varying technology backgrounds
  - Performed market research and created persuasive visual graphics

## Relevant Civic Experience

- **City of Reno, NV** - Advocated for the Neighborhood Advisory Boards and created research tools
- **Washoe County, NV** - Developed fundraising booklet for the RAVEN siphon tank. \$500k/project
- **Biloxi, MS** - Managed relief distribution in the aftermath of Hurricane Katrina
- **Wagener, SC** - Greenbelt and Outdoor equestrian activities. \$15k/yr renewable grant
- **Columbia, SC** - Fundraising and planning to provide services for the disadvantaged. \$12Mil
- **Longview, TX** - Orphanage planning and development negotiations. Nonprofit merger materials
- **Allendale, SC** - Addressed high teen pregnancy and senior services. Transitional housing
- **Aiken, SC** - Enabled emergency services for those suffering. Fund development plan
- **Ridgeland, SC** - Enabled a men's shelter with financially sustainable practices. Budget training
- **Ferguson, MO** - Cloud fundraising for the library, community center, and local businesses. Over \$2Mil

## Employment History

- **Jazfry LLC dba Reno Sparks Neighborhoods** - Member / Founder, Reno, NV. Feb 2011 to present
  - Coached organizational leaders in technology resources
  - Tested ideas and implemented training programs with the discoveries

- **Avison Young | Western Alliance Commercial** - PR Manager, Reno, NV. Jan 2013 to March 2015
  - Developed templates and policies as a member of the international email committee. 60+ offices
  - Migrated all data and business processes to the cloud to replace aging local servers including a software solution for commercial real estate inventory
  - Managed advertising schedules to meet print and digital deadlines
- **Coldwell Banker Select Real Estate** - Realtor, Reno, NV. June 2011 to Jan 2013
  - Represented buyers and sellers in real estate transactions
  - Created content for the company website and individual agent websites
- **Banner Construction Inc.** - Office Manager, Reno, NV. Aug 2010 to May 2011
  - Maintained records including estimates, billings, and expenses
  - Organized documents to negotiate bond limits to align overhead to match the new economy
- **SA Engineering** - Quality Control Assembler, Sparks, NV. Dec 2006 to Dec 2009
  - Developed and maintained government compliant website
  - Tested and repaired damaged hardware
- **Hope Community** - Audio Visual Technician, Reno, NV. Mar 2007 to Oct 2007
  - Recruited, developed, and trained the A/V team on equipment procedures
  - Supervised staff for weekly set up and take down
- **CCM** - Volunteer Coordinator, Wagener, SC. Dec 2005 to Dec 2006
  - Hosted conferences and provided presenter support
  - Facilitated team building with diverse generations, religious groups, and demographics of volunteers

## Computer Skills

- **Software** - Microsoft Windows® OS, Word, Excel, Access, PowerPoint, Google Tools, Adobe® Photoshop, Illustrator, InDesign, Acrobat, Notepad++, Video Editors, Browser Configuration, Browser Applications, FileZilla, Ubuntu OS, Virus and Spyware Management, Android OS, Quickbooks
- **Internet** - Search Improvement, Content Development, Authoritative Research, Social Media, Facebook Group Management, Online Commerce, Online Banking, CSS, HTML, Javascript, Mobile Responsive Design, Open Source Integrations
- **Cloud Solutions** - System Backup, Virtual Communication, Google Drive, Box.com, Dropbox.com, Email Management, FTP Locations, Evernote, PHP Adoptions, software integrations

## Education and Licensing

- **Bachelor of General Studies in Liberal Arts, Minor in Administration**
  - University of Nevada, Reno May, 2010
- **Bachelor of Science in Management**
  - University of Phoenix Jan, 2010
- **Associate of Arts in Business**
  - Truckee Meadows Community College May, 2007

## Organizations

- **International Institute of Municipal Clerks** - Associate Member
- **Rotary Club of Reno Midtown** - Board Member
- **Reno Sparks Neighborhoods** - Founder
- **Keep Truckee Meadows Beautiful** - Program Committee
- **Entrepreneurs Assembly, Inc.** - Business Mentor
- **Washoe County Social Services** - Foster Care Solutions Committee
- **Rotary District 5190** - District Conference Committee