

To:
Local Leaders

From:
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Please accept this letter and resume as a request to help support your efforts.

Biloxi, Mississippi - Managed relief distribution in the aftermath of Hurricane Katrina

- Cleaned out 419 houses, 20 churches, 9 businesses, 6 civic centers
- Served over 40,000 meals by the end of November
- Gave over 50 tractor trailers of food, Gave over 35 trailers of clothing and 1,700 tents
- Provided shelter for the elderly and homeless including rebuilding 5 homes for widows
- Hosted free medical care with prescriptions for 400 clients per day

I have a Bachelor of Liberal Arts, a Bachelor of Science in Management, and more than 10 years work experience managing staff and volunteers in community program development and educational initiatives. My technology background and professional history would be a valuable asset as our region embraces community engagement and public partnerships. I would like to help expand practices to foster better communication and decisions while managing the complex details of multigenerational solution projects.

Over the last year, I have supported volunteer projects:

- to support citizen engagement (Neighborhood Advisory Boards and related programs)
- to encourage better consideration for road and park upgrades
- to host Reno Sparks Neighborhoods meetings
- to standardize regional data sets
- to recruit for neighborhood cleanups and events
- to fundraise for community gardens
- to develop safety awareness resources
- to share information quickly to facilitate public contributions, and
- to connect people to neighborhood leaders.

I have unique qualifications as a member of the International Institute of Municipal Clerks, Club Administrator for the Rotary Club of Reno Midtown, University of Nevada graduate, and strong technology background. Please review my resume and consider my fit for your project to address these opportunities and work toward healthier norms in our communities.

Cheers,

Jay Kolbet-Clausell

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