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CITY CLERK

2006 JUL -6 P 4:27

City of Las Vegas Board, Commission, or Committee Interest Form

Name: Sharon Schoenen

Home Street Address: 1704 OAK Country Ln

City: Las Vegas ZIP Code: 89144

Work Street Address: 2720 N. Tenaya Way

City: Las Vegas ZIP Code: 89128

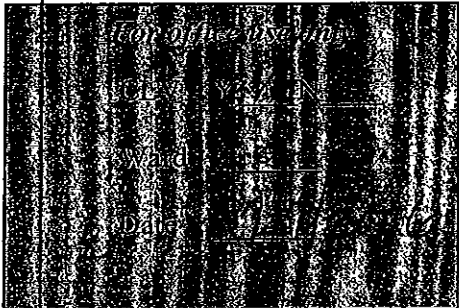
Employer: Sierra Health Services Occupation: Provision Network Analyst

Home Phone Number: (702) 413-1699 Work Phone Number: (702) 242-7042

Other Phone Number: (702) 205-5942 Email Address: _____

Please list the boards, commissions, or committees that you are interested in serving on:

Any Comm Development
Civil Service
YNAPP
Park & Rec.



Please list any boards, commissions, or committees that you serve on, or have served on in the past (Use additional pages, if necessary):

NIA

Please discuss your qualifications to serve on any boards, commissions, or committees (Use additional pages, if necessary):

Former Neighborhood Liaison for Commissioner Reid. BA in Political Science and MA in Public Administration. Very interested in local government.

Please list any of your relatives or friends that work for the entity in which you would be serving:

NIA

Feel free to attach a resume to this form. Upon submitting this form, all information will be considered public information. This form will be kept on file for 6 months from date of submittal. It is the applicant's responsibility to submit a new form after that time. This form does not constitute an application for employment. Please do not to submit this form electronically. It should be printed, completed and mailed along with a letter and resume.

Please submit to: City Clerk
City of Las Vegas
400 Stewart Avenue
Las Vegas, NV 89101

Fax: (702) 382-4803

**You may be required to be resident of the City of Las Vegas to serve certain boards, committees, or commissions.*

RECEIVED
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2006 NOV -8 P 1:18



City of Las Vegas Board, Commission, or Committee Interest Form

Name: Venus Carter Ramirez

Home Street Address: 916 Shadow Mountain Place

City: Las Vegas ZIP Code: 89108

Work Street Address: 6375 W. Charleston Blvd.

City: Las Vegas ZIP Code: 89146

Employer: CCSN Occupation: Administrative Staff

Home Phone Number: 702-646-1711 Work Phone Number: 702-651-5775

Other Phone Number: - Email Address: vrlvemail@yahoo.com

Please list the boards, commissions, or committees that you are interested in serving on:

Parks & Recreation Advisory Commission

<i>For office use only</i>	
CLV	<u>Y</u> <input checked="" type="checkbox"/> <u>N</u> <input type="checkbox"/>
Ward	<u>5</u>
Date	<u>11-8-2006</u>

Please list any boards, commissions, or committees that you serve on, or have served on in the past (Use additional pages, if necessary):

I currently serve as a board member of the Life in Christ Church in Las Vegas, Nevada and I have served on several hiring committees with the Community College of Southern Nevada. Also, I have served on one of the college's accreditation committees (Institutional Integrity) and the local March of Dimes, Walk for Life Committee for a financial institution.

Please discuss your qualifications to serve on any boards, commissions, or committees (Use additional pages, if necessary):

A life long resident of Las Vegas, Nevada, I have received many of the benefits of the programs and activities offered by the Parks and Recreations Department. As a young person, I participated in the Search for Talent program (*I made it to the finals*). I also participated in sports, arts events and many other activities offered by the city. I was an actor with the Las Vegas Little Theatre and I hold a Bachelor of Arts in Performance from UNLV. Along with my recent participation in the Las Vegas Citizens Academy, Class of 2006, I believe through my experiences, I will be able to assist the current board and the City of Las Vegas' current and future Parks and Recreation patrons. Through my professional work, I have gained insight into the culture of working for the public trust and dealing with peoples from all walks of life. I am bi-lingual and I am computer literate, familiar with many software programs. I would come ready to serve, armed with the knowledge I have gained from my residency, my profession and from my volunteer experiences and participation in cultural programs. I believe I can make solid recommendations on matters pertaining to public parks and public recreation and make valuable contributions to the Parks and Recreation Advisory Commission.

Please list any of your relatives or friends that work for the entity in which you would be serving:

To my knowledge, I have none.

Feel free to attach a resume to this form. Upon submitting this form, all information will be considered public information. This form will be kept on file for 6 months from date of submittal. It is the applicant's responsibility to submit a new form after that time. This form does not constitute an application for employment. Please do not to submit this form electronically. It should be printed, completed and mailed along with a letter and resume.

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Las Vegas, NV 89101

Fax: (702) 382-4803

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**You may be required to be resident of the City of Las Vegas to serve certain boards, committees, or commissions.*

Venus Carter Ramirez

916 Shadow Mountain Place
Las Vegas, Nevada 89108

(702) 646-1711
vrlvemai@yahoo.com

November 8, 2006

City Clerk Barbara Jo Ronemus
City of Las Vegas
400 Stewart Avenue
Las Vegas, Nevada 89101

Dear Ms. Ronemus,

Kindly accept this letter as an expression of my interest in being considered for appointment to the City of Las Vegas Parks and Recreation Advisory Commission.

Las Vegas is growing in every direction both geographically and in population. The growth has been so rapid that many new residents and even long timers do not know about all of the wonderful programs and services that the City of Las Vegas offers. As a life long resident, who has long desired to become more involved in her community in effective ways that enhance the city and make it available to everyone, I was enlightened by my recent experience in the Las Vegas Citizens Academy. It was then realized that I could participate in city government and hopefully make a difference in the community in which I have spent my life.

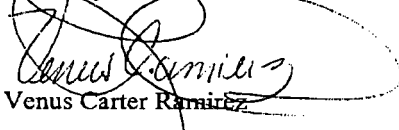
I would add my professional experience in public higher education and other public agencies, with my desire to help the community in useful ways. It would be an honor for me to offer assistance and ideas that would augment current programs, birth new ones and make Las Vegas a leader in terms of programs and policies for parks and recreation services.

Working and living abroad has given me greater insight into human activities and I believe I can offer fresh perspectives into diversity issues and working in culturally diverse teams to achieve a mutual goal. I can also offer skills such as: budget planning and special program direction, computer literacy and bi-lingual (Spanish) communication. I am hopeful that this varied experience will be of valuable to the commission.

As I stated in my application, I would come ready to serve, armed with the knowledge I have gained from my residency, profession and experiences. I want to make our leisure services programs as world famous as our city, as well as, making them available to everyone.

If you should need any further information in regard to my application, please do not hesitate to contact me. I thank you very much for your consideration and look forward to the opportunity to speak with you, if the process allows, in the near future.

Sincerely,



Venus Carter Ramirez

Venus Carter Ramirez

916 Shadow Mountain Place
Las Vegas, Nevada 89108

(702) 646-1711
vrlvemail@yahoo.com

OBJECTIVE: To be considered for membership on the Las Vegas Parks & Recreation Advisory Commission.

SUMMARY OF QUALIFICATIONS

- Strong history and proven investment in the Las Vegas Community
- Posses the desire and commitment to further serve city residents
- Skilled in developing cooperative relationships within diverse groups
- Proficient in English and Spanish

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE

- Office supervisor and liaison for Academic Dean, to college and elected officials, community members, faculty and students. Responsible for successful day to day operations of multiple office locations. Schedule meetings, screen and direct inquiries. Provide supervision to clerical staff and assist faculty, students and community members. Resolve problems. Prepare various forms of financial documents. Compose correspondence, prepare reports and compile data. Serve as division web-site editor.
- Monitor budget and expenditures. Purchase equipment and supplies. Expedite orders, confirm deliveries and follow up on incomplete or late orders. Instruct staff in office and organizational procedures, computer operations and software programs. Locate, coordinate, and schedule facilities for classes, meetings and seminars.
- Built database for Community & Continuing Education's Events Schedule computer program. Maintain multiple filing systems. Evaluated course proposals - recruited instructors for academic and non-academic courses. Created and served as division newsletter editor.

PROGRAM DIRECTOR

- Established a Christian based educational program in the Caribbean. Raised funds to initiate and maintain the program and renovate facility. Directed classes and activities, counseled students, visited hospital patients, persons in need, bereaved families and shut-ins. Worked with various children's projects and public events.

FINANCIAL

- New accounts specialist that handled large monetary transactions. Sent and received intercontinental wire transfers, reviewed credit card applications, filled and retrieved funds from ATM machines. Promoted financial products such as CD's, IRA's and Money Market Accounts. Prepared paperwork for auditors.
- Participated in community programs such as March of Dimes fund raisers and Walk for Life projects.

COMMUNITY ACTIVITIES

Participated in or assisted in programs of organizations such as: The Las Vegas Citizens Leadership Academy 2006, Le Femme Douze, Girl Scouts of America, the American Red Cross as well as: March of Dimes - Local event committee member, Las Vegas Little Theatre - past member/performer, South Valley Christian Fellowship - Youth Leader and Africa Letter Writing Exchange program participant, Nellis AFB Gospel Choir - past member, Southern Nevada Musical Society Choir, past member, Unity Baptist Church - Homeless assistance, Vineyard Christian Fellowship - Prison music ministry.

COMPUTER SKILLS

Windows XP, Microsoft Word, Power Point, Corel Presentations, WordPerfect, Quattro Pro, Excel, Illustrator, Photo Shop, PageMaker, Dreamweaver, QuarkXpress - Student Information System (SIS) and contract/scheduling computer programs and the Advantage Financial System for the Nevada State Higher Educational System.

LANGUAGE

- Verbal and written proficiency in English and Spanish

EMPLOYMENT HISTORY

2003-2006 Assistant to the Dean	Social Sciences & Ed., CCSN	Las Vegas, Nevada
2002-2003 Director/Missionary	Escuela de Cristo	Las Vegas, Nevada
1997-2002 Management Assistant	Philosophical & Regional Studies, CCSN	Las Vegas, Nevada
1995-1997 Program Assistant	Continuing Education, CCSN	Las Vegas, Nevada
1994-1995 New Accounts Specialist	American Federal Savings Bank	Las Vegas, Nevada
1988-1993 Purchasing Assistant	EG&G Special Projects	Las Vegas, Nevada

EDUCATION

B.A. Arts - University of Nevada Las Vegas
Spanish Translation Program -anticipated graduation date 2008 - UNLV
Applied Technology Studies, Commercial Photography - CCSN
American Heart Association - CPR