



RECEIVED
CITY CLERK

2008 NOV 20 A 10:40

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

Name: Sanje Sedera

Home Street Address: ~~1128 Triumph Ct~~ 1413 Strlice Jumper Court

City: Las Vegas ZIP Code: ~~89117~~ 89108

Work Street Address: 6585 High Street #211

City: Las Vegas ZIP Code: 89113

Employer: First United Mortgage Occupation: Sr. Loan officer

Home Phone Number: 702-461-8655 Work Phone Number: 702-921-1800

Other Phone Number: _____ Email Address: Sedera@aol.com

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

1/ Citizen Review Board 4/ Neighborhood partners fun board

2/ Community Development Recommending Board 5/ Senior Citizen Law project Adv. Board

3/ Las Vegas Housing Authority 6/ Senior Citizen Advisory Board

For office use only

CLV Y ☒ N ☐

Ward 2 1

Date 11/21/08

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

Please refer to the resume.

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

Please refer to the attached letter & resume

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

N/A

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.*

11-17-2008

Sanje Sedera
1128 Triumph Court
Las Vegas, NV 89117

City of Las Vegas
400 Stewart Avenue
Las Vegas, NV 89101

To whom it may concern:

I have been a resident of Las Vegas since 1995 and have been a strong advocate in senior care, equality in education, helping the homeless community and well being of battered children and women. My passion to help them has drawn me to "Shade Tree, Salvation Army and Blind Center". In last ten years I have done my best to help this disadvantage community on regular basis. Few times per month I visit the homeless shelters with hot Pizza and I am known as the "Pizza Man" among the homeless community.

I have organized relief efforts for countries, which have faced with catastrophic natural disasters. I was the chief organizer for relief efforts involving the cyclone Ngris in Burma in 2008 and Tsunami relief efforts involving Sri Lanka in 2004.

I currently serve as the Chairman of the Asian American Democratic Caucus, Vice President of South Asian Chamber of Commerce, Vice President of Summerlin Lions Club and board member of numerous professional and civic organizations.

Professionally I have been a mortgage broker and a real estate broker for over 12 years. I have been partner of a venture capital company and co-own a childcare and pre-school.

I strongly believe I have more to offer to this wonderful city. I would like to serve in any committee that you believe that I could serve best for our community.

I would really appreciate if you could contact me at 702-461-8655 for a brief meeting.

Thank you.



Sanje Sedera

SANJE SEDERA
1128 Triumph Court
Las Vegas, Nevada 89117
Phone (702) 461-8655 Fax (702) 873-2143
Email: sedera@aol.com

WORK HISTORY

Sr. Loan Officer, First United Mortgage Company
6585 High Street, Las Vegas, NV 89113 (October 1st 2008 to Present)

Originate and fund commercial and residential loans, while providing outstanding customer service.

Sr. Loan Officer, Cornerstone Mortgage Company,
7942 W.Sahara Ave. Las Vegas, NV 89117 (March 1st, 2001 to October 2008)

Trained Jr. Loan Officers on modern sales techniques. Managed a sales team of 22 loan officers. Originated and funded commercial and residential loans, while providing outstanding customer service.

Broker/ Salesman, Elite Realty
7448 W. Sahara Ave., Las Vegas, NV 89117 (May 2007 to Present)

Preformed commercial and residential real estate transactions while maintaining exceptional customer relations.

Loan Officer, Northern Pacific Mortgage Company (March 1st 1999 to March 1st 2001)

Originated and funded commercial and residential loans. Top loan officer in year 2000.

Loan Officer, Green Tree Financial (March 1st 1998 to March 1st 1999)

Originated residential loans. Top loan officer in year 1998.

President, Little Round Up Pre-School and Day Care (June 1st 2004 to Present)
3700 Vegas Drive, Las Vegas, NV 89108

Manage and operate pre-school and day care facility while adhering to city and county standards. Manage the employee relations to provide better working environment and higher productivity.

EDUCATION AND TRAINING

Bachelor of Arts in Management and CIS– Idaho State University 1994
Associate Degree in CIS – Institute of Technological Studies, Sri Lanka 1991
Real Estate Broker license - Nevada since June 2007
Real Estate Loan Officer License - Nevada since March 1996

AWARDS AND AFFILIATIONS

Vive President- South Asian Chamber of Commerce, Las Vegas, Nevada
Vice President - Summerlin Lions Club, Las Vegas, Nevada
President – Asian American Democratic Caucus, Las Vegas, Nevada
Co- Chair- Nevada Partners for relief – Rebuild Burma, Las Vegas, Nevada
Secretary / Treasurer – Desert Democrats Toast Masters Club
Service Coordinator – Las Vegas Sai Baba Center
Charter President/ Treasurer – Sri Lanka Cricket and Recreation Club
Active Member of United States Tennis Association
Recipient of American Field Service Award to Australia

REFERENCES

Will be provided upon request



RECEIVED
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2009 NOV 10 A 10: 58

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

Name: Julie Ann Barbagallo

Home Street Address: 7228 Childers Ave

City: Las Vegas, NV ZIP Code: 89178

Work Street Address: 3620 N. Rancho Dr. # 101

City: Las Vegas, NV ZIP Code: 89130

Employer: Commercial West Brokers Occupation: Broker / Owner

Home Phone Number: 702-489-272 Work Phone Number: 702-289-7007

Other Phone Number: _____ Email Address: _____

Julie@commercialwestbrokers.com

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

Community Development Recommending Board

Downtown Design Review Committee

Senior Citizens Law Protect Advisory Board

For office use only

CLV Y___N ☒

Ward Ward 1 Clark City

Date 11/10/09

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

None

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

Practicing both Commercial & Residential Broker
for 14 years. In depth Knowledge in All
Aspects of Commercial & Residential Zoning laws.
Construction laws and building codes. Attended
over 54 real estate arbitrations and zoning issues.

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

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.*

Commercial West Brokers
3620 N. Rancho Drive
Suite 101
Las Vegas, NV. 89130

RECEIVED
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2009 NOV 10 A 10: 58

City Of Las Vegas
City Hall
Boards & Commissions
400 Stewart Avenue
Las Vegas, NV. 89101

Dear Commissioners,

I would like to submit the following documents for your review. I am interested in applying for any opportunity to sit on the boards listed to help our great city of Las Vegas, continue to grow in a positive direction.

I have been an active licensed Broker in the State of Nevada for over 14 years. My goal is to help put Las Vegas back in a positive position for continued development. I have worked diligently with Developers both Commercial & Residential, to help bring success to unfinished projects around the city.

I have a strong construction background as well as Nevada law. I continue to campaign and network with many large corporations and brokerage firms, to keep a positive influence in front of the media.

I am interested in pursuing a political future here in Nevada and would like to start with a seat on the Board, Commissions or Committee. It is my intent to help make the right decisions, that our businesses and city can benefit from. I will come from a position of power to get it done as well.

Please consider me for any opportunities that may come available to assist with the continued development of this great city.

Sincerely,

Julie A. Barbagallo
Broker

CWB

**COMMERCIAL WEST
BROKERS**

Julie A. Barbagallo
Broker

3620 N. Rancho Drive
Suite 101
Las Vegas, NV. 89130

Phone: 702-289-7007

Fax: 702-489-2776

julie@commercialwestbrokers.com
www.commercialwestbrokers.com



3620 N. Rancho
Suite 101
Las Vegas, NV. 89130

702-289-7007
Julie@commercialwestbrokers.com
www.commercialwestbrokers.com

Julie A. Barbagallo

Objective To provide outstanding customer service to the point of garnering future business and repeat clients. To strive for continued successful development within challenging markets.

Summary Self - starting, goal orientated strategist whose confidence, perseverance and vision promote success.

Experience August 2007 to Present Commercial West Brokers Las Vegas, NV

Director of Property Management & Leasing Broker / Owner

- * On site Property Management and Leasing of over 500,000 square feet of Class "A" Offices and Retail space and 300 Unit Condo property
- * Review and negotiate lease terms and purchase agreements
- * Analyze the market conditions to keep property profiles competitive
- * Reviewed tenant Triple Net and or Modified Gross leases for renewals and changes
- * Develop relationships with local contractors for property maintained
- * Review Tenants construction progress and resolve any issues
- * Prepared monthly billing statements and collected rents
- * Approve all General Contractors and Insurance policies
- * Review tenants financials semi annually for changes
- * Directed and promoted Broker and Tenant appreciation functions
- * Weekly walk thru of each property to inspect buildings and tenant space
- * Meet with City Officials and attend Zoning issue meetings
- * Prepare monthly status reports for Landlord/Developers
- * Conferred with legal team to determine if transactions were handled in accordance with state laws and with regulations governing real estate industry
- * Strong background interacting with Architects, Attorneys, Engineers and Developers

June 2004 to July 2007 Northbrooke Property Management LLC,

V.P. Property Management and Development Broker LLC

- ★ On site Property Manager and Leasing Director for over 300,000 square feet of Class "A" office and Retail space and 364 unit residential
- ★ Create and manage relationships with current and potential tenants
- ★ Negotiate and approve all general Contractors and state license verification
- ★ Prepare monthly statements for rents and Tenant Improvement loans
- ★ Negotiate and approve all Triple Net, Modified Gross leases and renewals
- ★ Follow thru with lease due diligence to assure timely Certificate of occupancy
- ★ Develop and implement creative marketing material for monthly mailers and web site
- ★ Weekly inspections of property sites to for repairs and construction issues
- ★ Attend any legal arbitrations on behalf of the Landlord/Developer

September 2000 to June 2004 Sun West Contractors and Development

**V.P. Real Estate Sales, Management and Leasing
Broker Salesperson**

- ★ Managed commercial and leased over 400,000 square feet of commercial and residential properties
- ★ Directed activities of sales staff and real estate department
- ★ Negotiated and approved all Triple Net and Modified Gross lease terms for commercial properties
- ★ Prepared monthly billing statements and financial changes
- ★ Weekly inspection of new construction and tenant walk thru to assure timely Certificate of Occupancy
- ★ Review and approve all general Contractors and Insurance issues

Education

2004 UNLV Las Vegas, NV
Law Studies

1995 Nevada School Of Real Estate Las Vegas, NV.
Real Estate practices

1987 Academy of Dental Health Sciences Ft. Sam Houston, TX.
Doctorate in Dental Sciences

Additional schooling and training in all areas of commercial and residential construction. Extensive knowledge of real estate laws on a local and national basis. Currently getting licensed in Arizona and California

Professional

Memberships

Las Vegas Better Business Bureau Accredited Business

Memberships Cont. Las Vegas Chamber of Commerce Networking

St. Jude's Children's Ranch Boulder City, NV.

References **Available**

Extracurricular Culinary Chef, Photographer, Travel , Sport Car Collector

Awards received 2004 Women In Commercial Real Estate Rose Awards

2009 Who's Who for outstanding Business Development (see attach)

WHO'S WHO

In Business

LAS VEGAS

FROM THE EDITOR

PUBLISHER

Bruce Spotleson bruce@gmgvegas.com

ASSOCIATE PUBLISHER Debbie Donaldson (990-2457)

ASSISTANT Kenya Johnson (990-2443)

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MANAGING EDITORS Pat Teague

Carla J. Zvosec

STAFF WRITER Brian Sodoma

PHOTOGRAPHER Ulf Buchholz

CREATIVE

EDITORIAL DESIGNER Bradley Samuels

ADVERTISING CREATIVE DIRECTOR Joe Boswell

ADVERTISING



Annually, we publish the Who's Who in Real Estate, Construction and Development to showcase the movers and shakers who have helped design, develop and build the cityscape we know as the Las Vegas Valley.

It's a guide of the men and women who broker some of the most important deals in this city — the

people who make the moves that transform our skyline, making history in the process.

In keeping with our long-standing practice for the Who's Who publication, listings are provided at no charge to qualifying executives and managers.

We've decided to change the presentation of the Who's Who this year. In this in-paper section, we've presented profiles of all the companies represented by the individuals in the Who's Who. Below each company description, you'll find the names and titles of the

people in this year's edition.

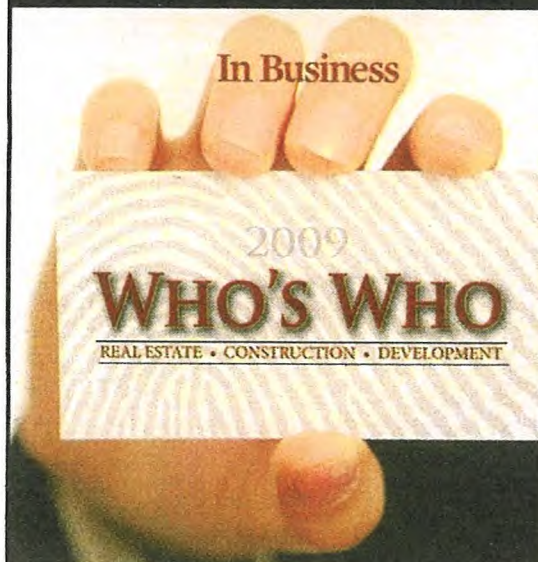
Instead of printing a bound magazine this year, we've elected to place each of the more than 300 bios on our Web site at www.lasvegassun.com/news/business. Log on to the Web site, click the special publications tab and pull down to the Who's Who listings. All of the bios of the top executives are housed there.

Each year, we strive to keep up with the changing faces in Southern Nevada businesses. Companies are constantly promoting employees and expanding their talent pools. It's sort of like trying to keep track of personnel changes on a professional sports team. Please let us know of updates.

We hope you find all of this information helpful in your business endeavors. The names, addresses, phone numbers, e-mail addresses and Web sites of the city's top real estate executives are just a click away. Use that information to learn about and reach out to those key people in Southern Nevada.

Rob Langrell
Editor of Special Publications
rob.langrell@gmgvegas.com
(702) 990-2490

INSIDE: SPECIAL PUBLICATION



Commercial West Brokers

www.commercialwestbrokers.com

Commercial West Brokers specializes in commercial and residential real estate sales and development. The company offers a wide array of real estate services, including: commercial income investments, residential real estate services and commercial and residential general contracting services as well. The firm has worked with groups like Richmond American Homes, Kroger Foods, Compass Lending Corp., Nevada Ready Mix, among others. Prior to starting Commercial West Brokers, owner Julie Barbagallo did marketing and sales for custom home builder Sun West.

Julie Barbagallo, Broker, Owner

JUNE 23, 2009



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In Business

2009

WHO'S WHO

REAL ESTATE • CONSTRUCTION • DEVELOPMENT

COMMERCIAL WEST BROKERS:

Julie A. Barbagallo

Broker, Owner

Thu, Jun 11, 2009 (6 a.m.)

Julie A. Barbagallo

Broker, Owner

Commercial West Brokers

4275 N. Rancho Drive, Suite 145

Las Vegas, NV 89130

702.289.7007

julie@commercialwestbrokers.com

www.commercialwestbrokers.com



Julie A. Barbagallo

As broker and owner of Commercial West Brokers, Julie A. Barbagallo works directly with the buyers, sellers, investors, Real Estate Investment Trusts and developers of commercial development throughout Nevada, Arizona and California. Barbagallo actively has been practicing and specializes in retail/office sales and leasing, income-investment properties, land acquisitions, shopping center sales and leasing for more than 13 years. She currently has more than \$40 million worth of retail/office inventory for sale and more than 500,000 square feet of retail/office inventory. Barbagallo also is working on adding property management to the company's profile. Commercial West Brokers is a proud, accredited business member of the Better Business Bureau. Barbagallo segued into the real estate market in 1995, she practiced dentistry in Scottsdale, Ariz., earning a doctorate in dental sciences through the military. She has been a veteran for more than 20 years. Barbagallo is involved with the World Master Chefs Society, feeding needy families throughout Southern Nevada, and St. Jude's Ranch for Children, and she currently works with a group of real estate brokers to combat and end child abuse throughout the United States. Barbagallo has two sons, Heston, 21, and J.C., 17, and a daughter, Ricki, 12.

Megan Heryet
2312 San Jose Ave.
Las Vegas, NV 89104

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CITY CLERK

September 27, 2010

2010 SEP 28 P 12: 11

City Clerk
City of Las Vegas
400 Stewart Ave.
Las Vegas, NV 89101

To Whom It May Concern:

I am writing to express interest in serving on the Senior Citizen Law Project Advisory Board or Senior Citizen Advisory Board. These boards deal with issues very important to me and my education and skills are a perfect match.

Please find enclosed interest form and resume, which describe my experience in the gerontology, aging and senior advocacy fields. I have particular interest and experience in adult guardianship, having spent five years working with private professional guardians, the Clark County public guardian and elder law attorneys. I also spent 2 ½ years researching Nevada adult guardianship law as part of my senior project at UNLV.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Megan Heryet", with a long, sweeping flourish extending to the right.

Megan Heryet

Enclosure



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CITY CLERK

2010 SEP 28 P 12:11

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

Name: Megan Heryet

Home Street Address: 2312 San Jose Ave.

City: Las Vegas ZIP Code: 89104

Work Street Address: 6655 W Sahara Ave #B200

City: Las Vegas ZIP Code: 89146

Employer: Self / The Anchor Agency Occupation: REALTOR

Home Phone Number: _____ Work Phone Number: 702.616.9180

Other Phone Number: 702.280.6002 Email Address: megan.heryet@gmail.com

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

Senior Citizen Law Project Advisory Board, Senior Citizens
Advisory Board

For office use only

CLV Y ☒ N _____

Ward 3

Date 9/28/2010

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

n/a

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

please see attached

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

none

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400 Stewart Avenue
Las Vegas, NV 89101**

Fax: (702) 382-4803

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Bachelor's degree with an emphasis in gerontology

Academic Certificate in Gerontology

Broad interdisciplinary educational background including psychology, sociology, healthcare administration and social work as it applies to seniors

Senior project involved 2 ½ years researching and analyzing adult guardianship law in Nevada

Practicum with the Clark County Public Guardian's office, including administrative tasks and direct contact with seniors

Hospice volunteer since 2007

Five years experience working with private professional guardians, elder law attorneys and guardianship court in the real estate field

Five years experience as an assistant to a personal property appraiser working with private professional guardians, trust officers and elder law attorneys

Passion for senior and aging issues affecting Nevadans

MEGAN HERYET

2312 San Jose Ave. Las Vegas, NV 89104

megan.heryet@gmail.com ♦ 702-280-6002

PROFILE

- Self-motivated and accept challenges readily
- Exceptional organizational, analytical, writing, interpersonal skills
- Innovative, creative, and resourceful
- Practical abilities in working in diverse environments

EDUCATION

University of Nevada Las Vegas

B.A. in Interdisciplinary Studies

Academic Certificate in Gerontology

- Areas of concentration: Gerontology and Spanish language
- Coursework: Psychology, sociology, healthcare administration and social work as it applies to aging populations

Las Vegas, NV

Spring 2006 – Fall 2009

Clark County Public Guardian's Office

Estate Case Manager Practicum

- Conducted interviews with referrals submitted by external agencies and current wards to assess needs of vulnerable adults
- Maintained concise, accurate records of visits and interviews
- Initiated applications for federal and state assistance of eligible wards
- Followed up on interviews and interventions and communicated findings to case management staff

Las Vegas, NV

Jan 2009 – Mar 2009

WORK EXPERIENCE

The Anhder Agency

Licensed Real Estate Agent

REALTOR

- Established and maintained professional client base, primarily private professional guardians
- Communicated between property owners/guardians and family members, lawyers and other real estate professionals
- Coordinated inspections, appraisals, court dates and closings for clients and their families
- Maintained accurate and detailed records including online listings

Las Vegas, NV

Apr 2006 – present

Star Nursery

Landscape Design and Sales

- Managed landscaping design and projects with values ranging from \$500 to \$10,000
- Performed needs analysis and advised clients and designed landscapes to client specifications and needs
- Liaison between client, contractor, and landscaping teams

N. Las Vegas, NV

Apr 2006 – Jan 2007

Pacific Coast Home and Garden

Receiving Manager, Floor Supervisor

- Lead a team of 15 employees and managed closing operations at the largest garden center on the Central Coast
- Managed all aspects of receiving department
- Scheduled receipt of merchandise, checking-in and delivery to floor
- Maintained accurate records ensuring accurate billing and inventory
- Coordinated special orders between sales floor, wholesaler and customer

San Luis Obispo, CA

Oct 2000 – July 2005

VOLUNTEER

Family Home Hospice

Volunteer

- Provide respite, companionship and emotional support to hospice patients and their families
- Perform routine tasks and errands for home bound seniors
- Assisted planning and presenting of annual memorial

Las Vegas, NV

Aug 2007 – Aug 2008

Aug 2010-present

Odyssey Hospice

Volunteer

- Provide respite, companionship and emotional support to hospice patients and their families

Las Vegas, NV

Aug 2008 – June 2009

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint and typing 40-50 WPM.



2010 SEP 29 A 8:00

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

Name: Valencia BurchHome Street Address: 8225 Cantura Peak St.City: Las Vegas ZIP Code: 89143Work Street Address: 700 Belrose St.City: Las Vegas ZIP Code: 89107Employer: LV Urban League Occupation: Child Care Subsidy SupervisorHome Phone Number: 631 8646 Work Phone Number: 486 1546(Cell)
Other Phone Number: 8584398 Email Address: valenciaburch@yahoo.com

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

Citizens Advisory CommitteeSenior Citizens Law Project*For office use only*CLV Y ☒ N ☐Ward 6Date 9/29/2010

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

(Guest Speaker Committee)
Guest Speaker Chair - Kappa Lambda Honor Society

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

Demonstrated commitment to community service, support for committee mission and values, personal integrity, executive expertise, knowledgeable about community needs, proficient leadership and communication skills and able to strategically "Think outside The box".

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

None

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City of Las Vegas
400 Stewart Avenue
Las Vegas, NV 89101

Fax: (702) 382-4803

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September 27, 2010

Las Vegas Redevelopment Agency
400 Stewart Ave., First Floor
Las Vegas, NV 89101

Dear City of Las Vegas Redevelopment Agency,

I am contacting you regarding the volunteer position for the Citizens Advisory Committee with the Redevelopment Agency. As a citizen of the fabulous City of Las Vegas and my interest in public administration, I have become familiar with many of the goals and standards of the Redevelopment Agency, which I seek to amplify in my work as a volunteer.

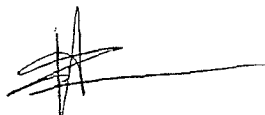
I am currently completing my Bachelors in Legal Studies at Kaplan University. Additionally, I plan on beginning the Masters program in Public Administration as part of a simultaneous degree opportunity in order to be well-rounded both academically and in order to reflect my interests.

I have maintained full-time academic status while working full-time since the commencement of my undergraduate studies. I have learned to balance my work as a supervisor for the Las Vegas Urban League Child Care subsidy program, my academic studies, and my interest for advocacy in a way that allows me to excel and manage my commitments. I feel my diverse background with real estate, the study of law, as an entrepreneur, and my community interests make me a viable candidate for this volunteer appointment.

During my personal and professional education and endeavors, I have developed a proficient knowledge of writing, speaking, and analysis which I believe could greatly contribute to the Citizens Advisory Committee. Yet, I am interested in learning more about redevelopment and bringing ideas, projects and programs to the Agency as part of a team.

Thank you for your time and consideration. My resume is attached and provides additional information about my experiences and skills. Please feel free to contact me with any inquiries to discuss my qualifications in greater detail or to schedule an interview.

Regards,



Valencia Burch

Valencia Burch

8225 Cantura Peak St

Las Vegas, NV 89143

Phone: 702-858-4398

Email: valenciaburch@yahoo.com

Objective: To obtain a position where demonstrated business development, communication, and organization are utilized to promote excellent customer service and where enthusiasm, efficiency, and judgment are important to get the job done.

Professional Skills**Business Development -Leadership -Problem Solving**

- Skilled at developing new business relationships
- Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased client acquisition, retention and conversion
- Expertise in development and execution of projects, presentations and workshops
- Proficient in simultaneous project coordination and management
- Strong attention for detail with the ability to multi-task
- Assertive with traditional prospecting, sales and renewal calls and meetings
- Directed daily activities, structured transactions and contract negotiations
- Formulated and executed marketing strategies to meet or exceed sales targets
- Handled confidential information, files and other materials
- Utilized good judgment and effective communication in dealing with client problems
- Telecommute disciplined, the ability to manage multiple high priority assignments and developing solutions to challenging business problems.
- Broad based experience covering a full spectrum of administrative duties including staff management, customer care, account/case management, and document preparation.

Professional Work History

- **Supervisor**, Las Vegas Urban League, Las Vegas, Nevada Jan 2010- Present
- **Author/ Speaker/Founder**, L.I.F.E. University for Women June 2009- Present
- **Office Manager**, H&R Block, Atlanta, Georgia Oct.2008-April 2009
- **Real Estate Salesperson**, Solid Source Realty Inc., Roswell, GA June 2005-Dec. 2007
- **President/Entrepreneur**, PKInc., Lawrenceville, GA Aug. 2004 – May 2009
- **Business Consultant**, Diverge Corp. Solutions, Atlanta, GA Aug.2004 – March 2008
- **Owner**, Studio 702 Hair & Nail Gallery, Las Vegas, NV April 1997 –Nov 2003

Valencia Burch

8225 Cantura Peak St

Las Vegas, NV 89143

Phone: 702-858-4398

Email: valenciaburch@yahoo.com

Education and Recognition

Paralegal Certificate, Merit College, Van Nuys, CA (1992)

BS, Legal Studies, Kaplan University, (2012)

Legal Aid Center of Southern Nevada – (Volunteer Educational Surrogate) (2009)

Certified Educator in Personal Finance (2010)

Alpha Beta Kappa National Honor Society (2010)

Kappa Lambda Honor Society (2009)

President and Deans Lists Honors

State of Nevada Notary Public

References upon request