SUMMARY OF QUALIFICATIONS

- Strategic Planning and Partnerships
- Mediator and Solutions Finder
- Strong Communication Skills
- 25 Years Business Management and Public Relations
- Loyal Team Player
- Gregarious
- Highly Organized
- Creative and Innovative

PROFESSIONAL BACKGROUND

MANAGING PARTNER

WBH NV ENT LLC- Reno, NV

2011- Present

- Managing coalition development and public outreach for public and private organizations
- Experienced Mediator for Local, County and State entities
- Producing and executing transportation plans
- Interfacing with business associations and community leaders

ASSISTANT EXECUTIVE DIRECTOR

Nevada Chapter, Associated General Contractors-Reno, NV

2005-2011

- Managed and fundraised for several coalitions and committees to promote grassroots activism
- Coordinated multiple special events
- Represented over 300 member companies in various business matters
- Interfaced with community leaders and government officials to create strong relationships
- Administered multiple budgets and negotiations with trade organizations

LEAD ADVANCE

Office of the Vice President of the United States-Volunteer

2001-2008

- Engineered town hall meetings, stadium rallies and round table meetings
- Managed volunteers and media relations

DIRECTOR OF APPOINTMENTS / LEGISLATIVE LIAISON

Office of the Governor, Nevada- Carson City, NV

2000-2002

- Streamlined Governor's appointment process for over 200 Boards and Commissions
- Attended and conducted events on behalf of the Governor's office
- Interfaced with constituents and legislators concerning legislation and budgetary items

VICE PRESIDENT

American Strategies, Inc.- Reno, NV

1997-2000/2003-2005

- Managed government relations activities and strategies for clients
- Organized and managed multiple large special fundraisers and client visibility events

EDUCATION

• B.A. Political Science

University of Nevada