



Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) Application

Name of the TAB/CAC Applying for: Sunrise Manor

TABs and CACs were created to assist the Board of County Commissioners in an advisory capacity with the decision-making process in the governance of the unincorporated towns and areas of Clark County. There are 8 TABs and 6 CACs that are appointed by the County Commission and 5 TABs that are elected. Each TAB or CAC consists of area residents that serve without compensation for two-year terms and attend regularly scheduled public meetings throughout the year.

Full Name: Brisa Esmeralda Bernal Martinez Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 6588 Candy Apple Circle, Las Vegas, NV 89142

Mailing Address: same as above

Employer: Progressive Insurance Group Occupation: Legal Professional

Note: This document and accompanying materials become public record once received by Clark County.

• To be eligible to serve, you must be both a qualified elector (eligible to vote) and a resident of the unincorporated town or area encompassed by the TAB or CAC. Before you continue, please indicate if you meet the eligibility requirements: Yes No

• Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: https://www.clarkcountynv.gov/government/departments/administrative_services/town_liaison_services/tab_cac_information.php

If appointed, will you be able to attend meetings on a regular basis? Yes No

• Have you attended a Planning Commission or County Commission meeting? Yes No

• Have you attached the REQUIRED resume or letter of interest? Yes No



For the following questions, please feel free to attach additional pages as necessary.

Have you attended a TAB or CAC meeting in Clark County? Yes No

If so, which one and what was your experience?

N/A

Please list any boards or committees that you currently serve on:
CASA for Children - Eight Judicial District Court, Las Vegas, NV

Why are you interested in becoming a member of your TAB or CAC?

I would be grateful for the opportunity to become a member, as it would enable me to contribute to discussions on housing and public areas that influence our community's overall functionality.

I am genuinely passionate about initiatives that can make a positive impact for future generations. My desire to join stems from a commitment to helping our community voice concerns about reducing traffic issues, enhancing the security of public roads and spaces, and advocating for the development of an improved healthcare accessibility in our area.

I verify by my signature below that all statements made on this application, as well as attached information, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. I understand that an incomplete application or any modifications to this application will not be accepted or considered.

Brisa Bernal-Martinez
Brisa Bernal-Martinez (Nov 11, 2024 21:18 PST)

Nov 11, 2024

Signature

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to AdministrativeServices@ClarkCountyNV.gov or by mail to: Clark County Administrative Services
Attn: Agenda Coordinator
500 S. Grand Central Pkwy, 6th Floor
Las Vegas, NV 89155

Brisa E. Bernal

PROFESSIONAL SUMMARY: Skilled in legal operations and office management, aiming to excel in legal operations and office management.

TECH SKILLS:

- Microsoft Outlook; Word/iManage; Excel & PP
- Team Connect
- Aderant Total Office-ATO
- Nuance/Kofax
- Odyssey Nevada
- Data Analysis (Tableau)

LEADERSHIP SKILLS:

- Legal Corporate Compliance
- Efficient Case Management
- Team Leadership
- Client Relations
- Policy Development
- Budget Management
- Process Improvement

PROFESSIONAL EXPERIENCE

Feb. 2015 - Present

PROGRESSIVE INSURANCE HOUSE COUNSEL - Hend., Nevada. Legal Professional II

- Key professional successfully designed NV Legal Processes impacting Opening; Discovery; Correspondence, Settlements aligned with local legal rules and business needs.
- Actively onboard and train new hires on company procedures and policies, garnering work ethic, comprehensive procedural expertise, and strong leadership capabilities.
- Successfully implemented requirements for written client communication correspondence, significantly impacting 50 attorney-client letters to better align with business needs and enhance communication effectiveness.
- Managed comprehensive data entry for the NV House Counsel TeamSite, encompassing a brief bank, crucial links, court rules, ensuring seamless access and organization for team access.
- Effectively developed templates using Quick Parts, facilitating seamless sharing and utilization across the Pacific Southwest Region.
- Provide Attorney with legal and administrative file support, including Trial Preparation.
- Lead for Petitions and Orders for Minor's Compromise.

Oct. 2012 - Aug. 2015

ATTORNEY COYER & LANDIS, LLC. Las Vegas, Nevada. Paralegal

- DUI and Domestic Violence tracks for the Public Defender's Office.
- Scope Reviews, Petitions to Seal Records under multiple jurisdictions.
- Criminal Appeals (Writs; NOA; CAS and RDT).

Jun. 2007 - Jan. 2010

THE LAW OFFICES OF PATTI, SGRO & LEWIS Las Vegas, Nevada. Senior Lit Paralegal

- Maintain Litigation Department (350+ Cases)
- Management/Administration:**
- Recruit hire and orient new staff/secretaries.
 - Coordinate workflow; monitor billable and non-billable hours.
 - Participate in periodic salary reviews and evaluations.

EDUCATION

- Aspiring Leaders Development Program - May 2023
- Business Data Analyst - UNLV - April 2023
- Interview Bootcamp - 2022
- NALA - Paralegal Professional Member
- Spanish (read, write and speak 100%)