



Henderson District Public Libraries **Board of Trustees Application**

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

Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology that supports work, school and recreational activities. The mission of the Henderson Libraries is to imagine possibilities, discover opportunities, and connect with the community.

The Board of Trustees for the Henderson District Public Libraries (Board of Trustees) exists pursuant to NRS 379.025 (h). The Board of Trustees consists of five (5) competent persons appointed by the Clark County Board of County Commissioners and two (2) competent persons appointed by the Henderson City Council.

Among its duties (NRS 379.025), the Board of Trustees shall hire a professional librarian to serve as the Executive Director of the Henderson Libraries, review and approve an annual budget, establish and review policies, and attend Board of Trustees meetings regularly.

The Board of Trustees meets the third (3rd) Thursday of the month at 7:45am.

Members serve four-year (4-year) terms and may not serve more than two (2) consecutive terms. Members must reside in the City of Henderson.

Application Overview:

If you are interested in applying for membership on the Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please email **mlsmedley@hendersonlibraries.com**

Full Name (First, Middle Initial, Last): _____

Home Street Address: _____

Home Address City/State/Zip Code: _____

Mailing Address: _____

Mailing Address City/State/Zip Code: _____

Employer: _____

Occupation: _____

Email Address: [REDACTED] _____

Best Daytime Contact Phone: [REDACTED] _____

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the Board of Trustees. If you need additional space, please attach an additional sheet of paper.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of the City of Henderson. I verify by my signature below that all statements made on this application, as well as any information attached hereto, 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. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.



Signature

Date

Hand Deliver Application to:

**Henderson District Public Libraries
280 S. Green Valley Parkway
Henderson, NV 89012**

Mail Application to:

**Henderson District Public Libraries
280 S. Green Valley Parkway
Henderson, NV 89012**

Email Scanned Copy to:

mlsmedley@hendersonlibraries.com

As a dedicated stay-at-home mom and homeschool educator for my two children, I have a deep understanding of the vital role that education and community resources play in shaping the lives of individuals and families. I am passionate about lifelong learning and personal development, always seeking opportunities for growth and self-improvement. This mindset fuels my belief that access to educational resources—like those provided by the library—is essential for everyone in our community, regardless of age or background.

Through my academic coursework, personal experiences, and my role as a homeschool educator, I have developed a unique perspective on the diverse needs of our community. My ability to think critically, adapt to different learning styles, and engage with people from all walks of life allows me to connect with a wide range of individuals. These skills, combined with my commitment to fostering educational access, will help the Board of Trustees imagine new possibilities, create more opportunities, and strengthen the bond between the library and our community.

I look forward to bringing my passion for learning, problem-solving, and community engagement to the Board in support of its mission to enrich lives through education and resources.

Dominique Severa

www.linkedin.com/in/dominiquesevera | [REDACTED] | [REDACTED]

Education

University of Nevada, Las Vegas

Bachelor of Science in Healthcare Administration | 12/2024

Experience

University of Nevada, Las Vegas - Cyber Clinic Member

Las Vegas, Nevada | 12/2024 - Current

- **Assisted** the compliance department in researching HIPAA and COPPA laws, providing insights to support policy development, ensuring adherence to privacy, and data protection regulations
- **Supported** the training department with administrative tasks and migrated training materials to an updated SharePoint site for improved organization and accessibility

Intern

Nevada Minority and Equity Coalition (NMHEC)

Las Vegas, Nevada | 08/2024 - 12/2024

- **Designed** bi-weekly public health communication and community engagement materials
- **Assisted** with program development, event planning, and set-up for the 2024 Impact Summit
- **Contributed** to the NMHEC's Hispanics/Latinos in Nevada Community Needs Assessment by proofreading and editing
- **Assisted** Program Director with day-to-day office activities and assignments

Self-Employed E-Commerce Business Owner

Letter&Salt, Las Vegas, NV | 12/2019 - 12/2021

- **Generated \$10,000 in revenue** in 2020 through online sales on Amazon.com.
- **Maintained** healthy supplier relationships with overseas companies, freight forwarding businesses, and U.S. West Coast distribution centers.
- **Guaranteed** customer product satisfaction through social media engagement, marketing, and product reviews.
- **Created** original digital marketing designs and campaigns, which increased product awareness and necessity.

Administrative Manager of Contractor Onboarding and Quality Control

Meetyourpsychic.com, Las Vegas, NV | 03/2017 - 02/2019

- **Facilitated** independent contractor onboarding through supportive and thorough orientation methods.
- **Deescalated** customer service issues while maintaining customer loyalty and confidence in services.
- **Improved** independent contractor services and customer experience through detailed quality assurance audits and documentation.
- **Fostered** positive teamwork through clear communication on group tasks and support for individual projects.

Front Desk Receptionist

Tim Soder Physical Therapy, Henderson, NV | 12/2015 - 01/2017

- **Maintained** detailed electronic and hardcopy patient health records and documentation.
- **Increased** patient health literacy through comprehensive explanations of physical therapy benefits.
- Efficiently **collected** co-payments from patients while verifying health insurance eligibility and prior authorization for PT visits
- **Boosted** weekly new patient appointments by managing referrals and proactively scheduling established patients

Dominique Severa

www.linkedin.com/in/dominiquesevera | [REDACTED] | [REDACTED]

Community Involvement

- Southern Nevada Health District's Overdose Response with Naloxone Training of Trainers Certificate | 09/2024 - Present
 - National Diabetes Prevention Program Lifestyle Coach Training | 04/2024 - Present
 - Alpha Phi Gamma Sorority, University of Nevada Las Vegas 2013 Secretary
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Certifications

- Google Cybersecurity Professional Certificate | Coursera | 12/2024
 - Certified Revenue Cycle Representative (CRCR) | Healthcare Financial Management Association (HFMA) | 04/2024
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Technical Skills

- Proficient in Windows, macOS, and Microsoft 365 through personal use; actively pursuing professional certifications