



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

Name of the TAB/CAC Applying for: Whitney

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: Amy Frances Beaulieu Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 5071 Danica Way, Las Vegas, NV 89122

Mailing Address: same as above

Employer: NCS Engineers Occupation: Marketing Administrator

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?

I have attended the Whitney TAB meetings for the last 10 years as a board member. I'm currently the chair of the board.

Please list any boards or committees that you currently serve on:

Explore Knowledge Foundation (charter school non-profit), Treasurer

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

I am the current chair of the Whitney Township Advisory Board. At the end of this term, I will have served on the TAB for 10 years. I've been the chair twice (four years total) and vice-chair once (two years). I have enjoyed my time serving and giving back to the community by volunteering and advocating for our neighborhoods. I would love to have the opportunity to continue serving on the board. Thank you for your consideration.

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.

Amy F. Beaulieu
Amy F. Beaulieu (Oct 6, 2024 10:56 PDT)

Oct 6, 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

AMY BEAULIEU



Marketing Administrator
Narasimhan Consulting Services, Inc- (dba NCS Engineers)
Las Vegas, NV
January 2020- Present

- Using Adobe InDesign, create and edit (for spelling, style, and grammar) proposals, in response to municipalities, tribal authorities, and utilities RFP/SOQ for civil and electrical engineering or compliance software services. Strong attention to detail while project managing the proposals to meet tight deadlines.
- Special project – reviewed over 215 proposals from the last six years and combined all the firm's project descriptions into one central location with all relevant information.
- Using Zoho Campaign, sent marketing emails
- Using Deltek Vision/Vantagepoint:
 - Post checks that are received from clients
 - Post AP disbursements to each project
 - Contract budget review of signed proposals. Open new projects and set up tasks for employees to bill their hours
 - Set up new clients/vendors
 - Set up billing rate tables and billing terms for each project
 - Create employee productivity reports
 - Create reports that track employee hours per project/task
- Part of the company's planning migration team from Deltek's Vision to Vantagepoint. Conducted nationwide company training to employees in using the new software and how to fill out their timesheets via a live webinar. Ongoing- train new employees on how to fill out their timesheet.
- Using PipeDrive, create new opportunities and track proposals as they go through different proposal stages
- Using Square 9, index Accounts Payable invoices
- Update AR Aging Report
- Track procurement
- Track employee vacation, sick, personal and holiday time used and available
- Other special projects as assigned- e.g., close out reports for engineering projects – project manage the reports, graphic design/layout

- Expert Proficiency with MS Office Suite (Excel, Word, PowerPoint, Outlook)
- Named Employee of Second Quarter- 2021 for covering the marketing department when the supervisor left on maternity leave. Created several proposals that were awarded in this time frame.

Professional sabbatical to care for my family

August 2016-January 2020

University of Nevada, Reno School of Medicine, Las Vegas, NV

Scientific Review and Mini-Grant Coordinator

October 2015- August 2016 (11-month contract)

- Contracted to assist with the activities of the Clinical and Translational Research-Infrastructure Network (CTR-IN). The CTR-IN is a consortium involving thirteen universities in 7 states in partnership with the National Institutes for Health (NIH).
- Supported the scientific review process for the pilot (\$60,000) and mini-grants (\$12,500) offered by the CTR-IN for junior faculty.
- Organized and managed ad hoc scientific reviews for proposals that investigators from partner institutions intended to submit to the NIH for external funding.
- Edited and formatted over 170 reviews using an online portal
- Solicited and matched reviewers with specific expertise to grants to review
- Coordinated webinars on how to be a reviewer
- Coordinated video conferences for the reviewers, known as Study Sections, to discuss the grants
- Complied scores into spreadsheets and created visual graphs that aided final funding decisions

University of Nevada, Las Vegas, NV

Meeting Consultant

March 2015-June 2015 (4-month contract)

- Contracted meeting planner hired to coordinate the second annual meeting of the Mountain West Clinical and Translational Research-Infrastructure Network (CTR-IN).
- Coordinated three days of committee meetings and a main scientific meeting- oral presentations and poster sessions.
- Coordinated airfare, lodging, ground transportation, catering, and imprinted items
- Recruited, trained, and managed student workers
- Managed agenda and scheduling

- Planned opening reception with live band at the Las Vegas Country Club

In addition to the annual meeting:

- Planned a one-day NIH grant reviewer workshop on campus- Coordinated airfare, lodging, ground transportation and catering
- Planned a two-day grant writing workshop on campus- Coordinated airfare, lodging, ground transportation and catering

University of Nevada, Las Vegas, NV

Meeting Consultant

March 2014 – August 2014 (6-month contract)

- Contracted meeting planner hired to coordinate the inaugural annual meeting of the Mountain West Clinical and Translational Research–Infrastructure Network (CTR-IN)
- Over 160 medical researchers from 13 partner universities attended
- Coordinated four days of committee meetings, main scientific meeting, and a site visit by the National Institutes of Health program officers
- Coordinated airfare, lodging, ground transportation, food, and AV
- Directed logistics for 48 speakers, 2 plenary speakers and one keynote speaker
- Managed logistics for 8 committee meetings that were held simultaneously
- Planned opening reception with live band at the Las Vegas Country Club

America Lung Association in Nevada, North Las Vegas, NV

March 2008- August 2013

Director of Tobacco Control Policy, May 2010-August 2013

Director of Programs, July 2009-May 2010

Lung Health Educator, March 2008- July 2009

- Spokesperson for ALA for all media interviews
- Co-Managed Smoke Free Boulder City and Henderson campaigns
- Maintained two Facebook pages
- Made hundreds of presentations to community organizations
- Coordinated the efforts of the statewide Nevada Tobacco Prevention Coalition
- Advocated for seven bills during the 2011 Nevada Legislature session. Provided written and oral testimony
- Coordinated intense media coverage over two of the bills. Conducted interviews for TV, print and radio, including Face to Face and NPR
- Awarded national ALA staffer of the week, June 2011
- Supervise and managed twelve direct reports

- Managed budgets for federal, state, and private grants, including donor reports as needed
- Oversaw staff activities for four tobacco control programs and one asthma program
- Responsible for a Clean Air Awards luncheon
- Responsible for all logistics pertaining to a continuing medical education conference, annual children's residential asthma camp and Scale the Strat stair climb fundraiser.
- Recruited and trained volunteers for asthma camp and various fundraising events

University of Nevada, Las Vegas, NV

Part Time Instructor, Spring 2005-Spring 2008

Classes taught: Meeting Planning TCA 393 and Intro to Conventions, TCA 110

Nevada Partnership for Homeless Youth, Las Vegas, NV

Manager of Special Events, April 2007-February 2008

- Responsible for all logistics pertaining to a golf tournament, bachelor/bachelorette auction, Garden Party, and other smaller events.
- Maintained all databases, including guests/attendees, and donors, both cash and in-kind donations
- Maintained all Profit and Loss reports for up to the minute event accountability to the CEO
- Thanked donors promptly
- Created graphics for invitations, program books etc.
- Created e-blast campaigns
- Maintain capital campaign files and gave tours
- Presentations to potential new donors

The International School of Hospitality, Las Vegas, NV

Faculty- Fall 2005- Fall 2007

Taught various modules in the Meeting/Event Planning Certificate in the classroom and online.

Big Brothers Big Sisters of Southern Nevada, Las Vegas, NV

Special Events Manager, June 2005- April 2007

- Responsible for all logistics pertaining to an annual gala, golf tournament, Bowl for Kids' Sake and other events as needed
- Recruited, managed, and motivated event committees
- Maintained all databases, including guests/attendees, and donors, both cash and in-kind donations

- Maintained all Profit and Loss reports for up to the minute event accountability to the Board and CEO
- Cultivate and develop relationships with members of the Board of Directors and other community leaders
- Coordinated student volunteers.

USA Hosts, Las Vegas, NV

Associate Director of Operations, August 2004-June 2005

Supervised and managed seven full-time employees and fifty part-time. Ran programs for clients which included the major incentive companies. Programs include managing transportation, tours, special event décor, entertainment, and meal functions. Provided on-site client and vendor contact.

Midwest Bioethics Center, Kansas City, MO

Meeting/Event Planner, March 1998-October 2003

- Responsible for all meeting arrangements. Meetings range from yearly annual grantee meetings, educational conferences, national advisory committee meetings, annual fundraising dinner and Board of Directors meetings. Managed meetings and conferences.
- Site selection, hotel contract negotiation, budget preparation and reconciliation
- Vendor liaison for audio visual, catering, decor, and transportation
- Managed room set-ups, and signage
- Interacted and corresponded with VIPs and speakers
- Developed and managed FileMaker Pro registration database for speakers and attendees
- Managed on-site registration and attendee identification badges
- Served as on-site information resource for all attendees

Education

Executive Master of Hospitality Administration

Emphasis: Meetings, events, conventions, and exhibitions

University of Nevada, Las Vegas

Nominated "Best Graduate Professional Paper", 1st graduate of the program

Bachelor of Science

Journalism major, political science minor

Culver-Stockton College, Canton, MO

Alpha Xi Delta member

Professional Association/Volunteer/Appointed:

- Whitney Township Advisory Board- 2015- present
 - Chair Present-2023. 2017-18
 - Vice-Chair 2016-17
- Explore Knowledge Academy Foundation Board member- Treasurer. 2015-present
- S.T.O.P Coalition. citizen member/Facebook Administrator- 2014-2021
- Clark County Community Plan Working Group- 2015
- College of Southern Nevada Advisory Council. Cardiorespiratory Sciences program- 2012-2013
- Executive Committee. Nevada Cancer Coalition- 2012-2013
- Executive Board member. Southern Nevada Immunization Coalition- 2010-2011

Honors/Awards

- **Member, Clark County Neighborhood College Class 2015**
 - One of 28 people selected by the Clark County Commissioners to experience how local government works. as well as how decisions are made about community issues such as transportation. public/neighborhood safety. health and human services. etc. over the span of 8 weeks culminating with a graduation ceremony
- **Public Health Advocate Award 2012, Nevada Public Health Association**
- **2003 Rising Star, Kansas City Meeting Professionals International**

Kansas City chapter of Meeting Professionals International:

Board of Director- 2003

Sponsorship chair, education conference- 2003

Education conference committee- 2002

Public relations committee- 2001-2002

International Leadership Positions held:

MPI Research Development Advisory Panel- 2006-2007

MPI Student/Faculty Committee member 2005-2006

MPI Multicultural Initiative committee member- 2003-2005