



togetherforbetter

Spring Valley TAB

Full Name: Melisa Roman **Phone Number:** [REDACTED]

Phone Number:

Email Address:

Home Address: 3396 Edenville Drive
Las Vegas, Nevada 89117

Mailing Address: 3396 Edenville Drive
Las Vegas, Nevada 89117

Employer: R.W. Selby & Company **Occupation:** Property Manager

Occupation: Property Manager

Affiliations: N/A

Skills & Experience: I have been in Multi-family property management for over 17 years with a Real Estate License since 2019 (currently inactive). I have lived in Las Vegas for over 35 years and in the Spring Valley area for a combined total of 10 years. I can type up to 60 wpm and have extensive email, budgeting, and computer skills. I consider myself a quick learner and a hard worker. I have owned my own home in Spring Valley for 5 plus years would like to contribute to my community in a positive way.

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

Application Questions:

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. By clicking the checkbox, you acknowledge that you meet the eligibility requirements.

Yes

Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: <a href="[Meeting Schedule](https://www.clarkcountynv.gov/government/departments/administrative_services/town__liaison_services/spring-valley-tab)

By clicking the checkbox, you acknowledge that you are able to attend meetings on a regular basis.

Yes

Click the checkbox if you have previously attended a Planning Commission or County Commission meeting.

Yes

Upload Resume or Letter of Interest

"<https://clarkcountymediastorage.blob.core.windows.net/boards/2025-11-06/20251106T184238130Melisa%20Roman%20-Resume%20PDF.pdf>"

Click the checkbox if you have previously attended a TAB or CAC meeting in Clark County.

Yes

If you have, which one and what was your experience?

Not Applicable

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

Not Applicable

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

I would love to contribute to my community in a positive way

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

Yes

Signature

Melisa Roman

Date

11/6/2025

MELISA ROMAN

3396 EDENVILLE DRIVE, LAS VEGAS, NV 89117 · [REDACTED]
[REDACTED]

EXPERIENCE

8/2024- Present

PROPERTY MANAGER- R.W. SELBY & COMPANY

Manage onsite operations and a team of (4) at 240 units

2/2024- 7/2024

COMMUNITY MANAGER- LATITUDE PROPERTY MANAGEMENT

Manage onsite operations and a team of (7) at 394 units

9/2023 – 2/2024

STAFFING MANAGER- JT SOLUTION PARTNERS- STAFFING AGENCY

Responsible for all marketing, sourcing to maintain employees on the “bench”, hiring and onboarding of new hires, assigning and scheduling and timecard submissions.

1/2009-8/2023

PROPERTY MANAGER-CUSHMAN & WAKEFIELD AKA PINNACLE PROPERTY MANAGEMENT

Manage onsite operations of properties ranging from 320-840 units (A, B, and C Class). This included hiring and maintaining a team of 4-18 at six different sites. These assets included lease ups, renovations (interior and exterior), and stabilized sites.

6/2002-8/2008

LEGAL ADMINISTRATIVE ASSISTANT-LAW OFFICE OF KIRK T. KENNEDY, ESQ.

Responsible for the firm's incoming calls, client updates, assisted in the preparation of requests for production of documents, answers to interrogatories, in addition to maintaining the traffic ticket and record sealing department. I was the only employee at this firm during the duration with minimal supervision.

EDUCATION

KEY REALTY

Acquired Real Estate License 4/2019- S.0187320 Expires 4/30/2026- Inactive

COURSES

Office System Technologies
Microsoft Word
Excel
Keyboarding I & II

PROPERTY MANAGEMENT SOFTWARE AND/OR SYSTEMS

Yardi~ CheckScan and Invoice Register included

Bluemoon

Rentcafe

LRO

Soci

Anyone Home

RMI

Workday

Kronos

Ultipro

Tempworks

ALN

Onsite

Onsite-Budgeting

Knock

Insperity

Teams

SKILLS

- Type up to 60 wpm
- Financial Reporting
- Lead Broker Tours and Client Calls
- Resident Retention
- Assist in Budget Creation
- Increase NOI
- Lease ups
- Track Renovations
- Mentor new managers
- Interview & Onboard New Hires

ACCOMPLISHMENTS

- 2011- Nominated “Leasing Consultant of the Year” by NVSAA
- 2011- Awarded “Property of the Year” by Pinnacle Property Management
- 2011- Awarded “Rising Star” by Pinnacle Property Management
- 2013- Selected as “Beyond Extraordinary Team member” by Pinnacle Property Management
- 2015- 100% phone shop- Ellis Mystery Shopping
- 2016- Awarded “Assistant Property Manager” by Pinnacle Property Management
- 2017- Awarded “Above and Beyond” and “Property of the Year” by Pinnacle Property Management
- 2019- Graduated Key Real Estate School and acquired license S.0187320- Inactive

REFERENCES

Amy Hjerpe-Senior Regional Property Manager with Cushman and Wakefield- [REDACTED]

Dora Pettit- Regional Operations Portfolio Manager- RPM Living

Cynthia Lopez- Staffing Manager with JT Solution Partners- [REDACTED]