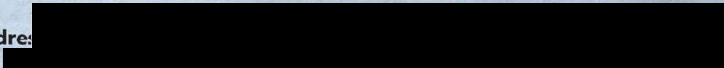
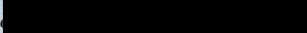


Application:

Full Name (First, Middle Initial, Last): Sharifa Wahab
Home Street Address: 9745 Montclair Hights CT
Home Address City/State/Zip Code: Las Vegas NV 89178
Mailing Address: The Same
Mailing Address City/State/Zip Code: The Same
Employer: 1st Las Vegas Health Care
Occupation: CEO
Email Address: 
Cell Phone: 

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.

- A- President of Nevada Peacemakers Lions Club, International lions club,
- B- President of American Afghan South Asian Middle Eastern Chamber Of Commerce,
- C- First Vice President of (AAPIDC) Asian American & Pacific Islander Democratic Caucus.
- D- President of Nevada Peacemakers Community Foundation, Working to bring free dental clinic to the community of lass Vegas.
- E- Member of American Afghan Association,
- F- Instructor : CPR ,Blood borne pathogen,
- G- AAPI Commissioner,

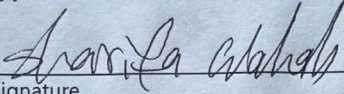
Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the AAPICC. If you need additional space, please attach an additional sheet of paper.

Working as a dentist in Afghanistan and Norway Hospital, working at UNLV Dental school of Medicine as a back office manager, and translat for the client , working at the dental private office as a office manager,HR
Translator ; Dari , Farsi,(Persian) Urdu, Indi ,English

A letter of interest and a resume are REQUIRED. Please attach them to this application.

Certification:

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.

 06-20-2021

Signature Date

Submission Information:

Your signed application and supporting documents must be received no later than **5:00PM, July 21, 2021**. You may email your completed application packet to Katie Walpole, Kathleen.Walpole@ClarkCountyNV.gov, or deliver the same in-person to the County Manager's Office, 6th Floor, Clark County Government Center, 500 South Grand Central Parkway, Las Vegas.

Application for Board, Commission or Committee :

Q- Full Name :

A- Sharifa G Wahab

Q- Home Street Address:

A-9745 Montclair Heights Ct Las Vegas NV 89178

Q- Mailing Address :

A- 9745 Montclair Heights Ct Las Vegas NV 89178

Q- Mailing Address City / State / Zip Code:

A- 9680 W Tropicana Ave Suite 142 Las Vegas NV 89147

Q- Email Address

A- [REDACTED]
[REDACTED]

Q- Employer :

A- 1st Las Vegas Health Care LLC , Home Care .

B- 1st Paradise Adult Day Care

C- Malaki Association office manager

D- UNLV back office manager

E- A Compassionate Health Care

Q- Occupation :

A- CEO of 1st Las Vegas Health Care

B- CEO of A Compassionate Health Care 2008-2017

C- Office Manager at dental office 2008-2017

D- Back Office Manager at UNLV dental school 2002-2007

E - Director 1st Paradise Adult Day Care 2020-present

Q- Email Address :

[REDACTED]
[REDACTED]

Q- Cell Phone:

[REDACTED]
[REDACTED]

Q- Best Daytime Contact Phone:

[REDACTED]

Q- Skills : please provide a brief description of your qualifications; Include any special research skills, interests , experience , or training which you possess or have completed that would benefit the work of the Commission.

Working as a dentist in Afghanistan and Norway Hospital, working at UNLV Dental school of Medicine as a back office manager, and translator for the client , working at the dental private office as a office manager,HR

A-President of Nevada Peacemakers Lions Club, International lions club,

B- President of American Afghan South Asian Middle Eastern Chamber Of Commerce,

C- First Vice President of (AAPIDC) Asian American & Pacific Islander Democratic Caucus.

D- President of Nevada Peacemakers Community Foundation, Working to bring free dental clinic to the community of Las Vegas.

E- Member of American Afghan Association,

F- Instructor : CPR ,Blood borne pathogen,

G- AAPI Commissioner,

H- Notary Public

Working with elderly to provide the best care for them.

Helping families in need, translator for immigrants apart or CCSD , provide vision screening and health care families in need, resource Navigation for community, feeding the homeless community,

working with AAPIDC to help candidates during elections Leader of the community by bringing the peoples issue to our politics attention, solving problems and concerns of our community to create a better environment,

Q- Experience : please provide your involvement in the Clark county Asian American Pacific Islanders Community and roles you have had in relevant organizations.

Working as a dentist in Afghanistan and Norway Hospital, working at UNLV Dental school of Medicine as a back office manager, working at the dental private office as a office manager,HR

Working with AAPIDC to help candidates during elections, leader of the community by bringing the peoples issue to our politics attention, solving problems and concerns of our community to create a better environment,

Working in 1st Las Vegas Health Care , 1st Paradise Adult Day Care.

Helping families in needs,

Translator for immigrants students, in (CCSD) School district helping the student from K-12 with their homeworks and related activities in the classroom,

work closely with the teacher regarding the students.

Provide Free Foot, BP, Diabetes Screening ; provide free vision screening, eyeglasses to needy families don't have medical insurance.

Conduct health fairs and workshops for the community. working with family in their needs.

Provide resource, information for the community,

Feeding the homeless , feeding the low income families ,
Providing care for the elderly .

Q- Education:

A- DDS- Dentist

B- MHA Master of Health Administration.

C- CPR instructor .

D- Translator ; Dari , Farsi,(Persian) Urdu, Hindi ,English

E- Notary Public

To whom it may concern:

This is to inform you of my interest to become a member of the Asian-American Pacific Islanders (AAPI) Community Commission of Clark County, NV for the second term.

I have been voluntarily serving the AAPI community of Clark County for many years now in my capacity as an active leader in the American Afghan- South Asian-Middle Eastern Chamber of Commerce and as the founding President of the Nevada Peacemakers Lions Club and its sister foundation which provides basic vision, health care, and dental care assistance to the underprivileged.

I have also been working with churches and mosques to organize health fairs, provide school supplies to refugee children, and, being multilingual, provide translation whenever needed.

I am certain that with my vast engagement in the AAPI community of Clark County, I will be able to serve the AAPI Commission with the dedication, industry, skills, and time that are expected of every member of the team.

I look forward to the opportunity of officially serving both my county and community by way of becoming a member of the AAPI Commission for the second term.

Thank you very much.

Sincerely,
Sharifa Wahab
Applicant

SHARIFA WAHAB
9745 MONTCLAIR HEIGHTS CT
LAS VEGAS NV 89178



OBJECTIVE: Human Resources Director with knowledge of business needs. Will utilize skills of leadership to attain all business objectives. Focused on developing promising way to better assist with recruitment, relations, coordination and development. High efficient in fast paced administrative environments.

HIGHLIGHTS

<ul style="list-style-type: none">● HR Department Startup● Employment Law● FMLA/ADA/EEO/WC● HRIS Technologies● HR Policies & Procedures● Recruitment and Retention	<ul style="list-style-type: none">● Orientation and On boarding● Employee Relations● Dispute Resolution● Benefits Administration● HR Project Management
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PROFESSIONAL EXPERIENCE

Asian American & Pacific Islander Community Commission of Clark County
1st Paradise Adult Day Care

Director:

1st Las Vegas Health Care

CEO :

A Compassionate HealthCare LLC

CEO :

Director of Human Resources: August 2011- Present

● **Brought workers' compensation program into full compliance. Instituted preferred providers list and trained managers and associates on procedures to follow in case of injuries.**

- Wrote employee manual covering company policies, disciplinary procedures, code of conduct, FMLA policy and benefits information.
 - Fostered a teamwork environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind branch's employee-retention rate of 95% within an industry where high turnover is the norm.
 - Trained 25-member management team on interviewing techniques and best practices, conducting workshops and coaching sessions that contributed to sound hiring decisions.
 - Developed company's first standardized disciplinary procedures and tracking system that insulated company from legal risk and ensured consistent and fair discipline processes.
 - Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.
 - Interviewed employees to construct an accurate picture of the duties and skills required for each position and reworked new-hire orientation program to include HR information and company resources.
 - Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records and etc.
- 1- President of Nevada Peacemakers International Lions Club Nonprofit organization.
 - 2- President of Nevada Peacemakers Community Foundation. Working to bring free dental clinic to the community of las vegas.
 - 3- President of American Afghan South Asian Middle Eastern Chamber Of Commerce.
 - 4- First Vice President of AAPIDC.

Provide vision, BP, Foot and diabetics Screening. provide Glasses to needy. Feeding homeless, helping needy family and provide health fair to the Community. Helping refugees family with their needs and translator with school district
Dentist For Life

Administrator February 2008- December 2017

- Overall leadership of the office including managing schedules, patients, employees and financial performance of the practice
- Managing recall procedures and necessary follow ups with patients
- Managing communication and relationships among the staff in the office
- Engaging patients in discussions of finances and treatment planning

- Training new hired employees in regards to office protocols and procedures
- Managing other daily clerical tasks such as answering phones, confirming patient appointments, verifying patient insurance eligibility and coverage, attaining patient treatment history, ordering office supplies, etc
- Ensuring the practice is following policies and processes as set forth and in compliance with relevant state and federal regulatory bodies, and regulations set by insurance companies

UNLV DENTAL SCHOOL

Office Manager October 2002- August 2008

- Answering the phones, making appointments, billing insurance, customer services
- Train new employees
- Managing a schedule of dentists and hygienists among several operators.
- Order supplies for school
- Help dental students during clinical rotations
- Treatment coordinator
- Interpreting, Dari, Farsi, Pashto, Tajiki and Urdu to doctors.

Translator/ Interpreter International Effectiveness Center

- On call interpreter for different languages such as Farsi/Dari, Pashto, Urdu to different hospitals, health clinics and family doctor's offices.

Dr. Chin Dental Clinic

Health and Career, Navigator/ Counselor: January 1998- August 2002

- Working with English limited and refugee patient, enhancing and promoting their health, helping in filling out medical application, finding them Personal physicians, and scheduling appointments
- Recruiting, orientating and offering workshops for work readiness. Finding job opportunities, filling data, answering telephone and making appointments.
- Familiarity with ADA codes and procedure requirements
- In establishing practice production goals and driving revenues

- Working with both PPO and HMO insurance plans including an understanding of patient eligibility, understanding of billing requirements for different procedures
- Working with Microsoft Applications including Outlook, Word and Excel
- Ability to work in a team oriented environment with a positive attitude
- Demonstrated leadership skills

Fatimite Foundation

Social Welfare Agent May 1991- August 1994

- Controlled the distribution of Clothing, food , medication and household supplies to deprived families and orphaned children

EDUCATION

Medical University, Afghanistan

- Doctor of Medicine in Dentistry
- Master of Health Administration
- Bachelor of biological science
- American Red Cross Institute
- Certificate of Instructor for: Bloodborne Pathogen, FA, AED, CPR.

SKILLS

- Linguistic capabilities (i.e. fluency in foreign language, ability to translate different languages: English, Dari/Farsi, Pashto, Urdu, Indi and some Arabic)
- HRIS applications (UltiPro, PeopleSoft Enterprise Human Resources, ADP)
- MS Office (Word, Excel, PowerPoint, Access, Outlook, Abode)