



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

Name of the TAB/CAC Applying for: Winchester

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: Christopher T. Hooper Phone Number:

Email Address:

Home Address: 769 Oakmont Avenue, #405 Las Vegas, NV 89109

Mailing Address: Same as home address

Employer: Cannabis Compliance Board Occupation: Auditor

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 am a current member of the Winchester Town Advisory Board and have learned a great deal. My experience on the Board is that the Board is very polished and professional and makes sound decisions on behalf of the community. I am very honored to be a member of the Board and take my responsibilities very seriously and respectfully. I look forward to continuing my service on the Winchester Town Advisory Board.

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

I currently serve on the Board of Directors of the Monterey at the Las Vegas Country Club HOA as the Treasurer. Monterey is a condominium community within the Las Vegas Country Club with 548 units which are surrounded by the Las Vegas Country Club Golf Course. The Monterey HOA works closely with the Las Vegas Country Club Master Association HOA and I have learned a great deal from both associations.

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

I am very enthusiastic about being a member of the Winchester Town Advisory Board because I am so grateful to serve my community of Winchester. Winchester is a growing and thriving community in Las Vegas and I am enthusiastic about supporting my fellow citizens. I believe my background having worked in various industries on multiple continents makes me a great member serving on this Board. I have experience in administration, purchasing, quality, and auditing professions which translates well as a member of this Board. It is my honor to serve on the Winchester Town Advisory Board as I continue my journey in public service.

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.

Christopher T. Hooper
Christopher T. Hooper (Oct 2, 2024 13:14 PDT)

Oct 2, 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

Christopher T. Hooper, MBA, CQA

769 Oakmont Avenue #405, Las Vegas, NV 89109

SUMMARY OF EXPERTISE

International quality, sourcing, purchasing, and project management experience in global operations, primarily focused on China, Taiwan, Mexico, and Brazil. Establish rapport and credibility with diverse groups from various cultures ranging from assembly line operators to executive staff. Goal oriented with a constant eye on bottom line results.

- Areas of expertise include - Auditing, data development and analysis through automated computer software programs, product and facility compliance, sourcing strategies, financial performance, quality assurance, project management, and department management.
- Data analysis experience includes project based, product related, financial, corporate, quality & statistical and supplier related information.
- Computer experience includes interface with multiple software platforms to analyze, sort, and make recommendations and decisions based on data reports.
- Extensive spreadsheet experience with Microsoft Excel in developing, analyzing, and reviewing workbooks and worksheets for linking, filtering, sorting data, importing, exporting, and pivot table reports.
- User of various Microsoft software programs to include Access, Excel, Word, Outlook, Visio, Power Point, Project, Great Plains and Share Point. Also, a user and trained with Primavera SureTrak and P3 software and have used both SAP and AS400.

EDUCATION

- Master of Business Administration (MBA), *cum laude*, The University of Findlay, Findlay, Ohio – Graduate: December 1997
- Bachelor of Science (BS), Mathematics, The University of Toledo, Toledo, Ohio – Graduate: December 1989

LICENSES & CERTIFICATES

- Certified Quality Auditor (CQA) from American Society for Quality
- TOP SECRET Security Clearance, inactive

PROFESSIONAL BACKGROUND

Auditor II Cannabis Compliance Board (CCB), Las Vegas, NV, February 2024 to Present

As an auditor for the Cannabis Compliance Board, conduct audits on accounts, records, activities, operations and/or internal controls of individuals, business organizations, State agencies or other government jurisdictions subject to State taxation or regulation to ensure compliance with State and federal rules and regulations and legal requirements and or proper safeguarding of agency funds. Additionally performed specialized compliance audit duties for the Nevada Cannabis Compliance Board to include conducting audits on cannabis establishments for compliance with the cannabis statutes and regulations, identifying violations, conducting investigations as needed, documenting results and preparing reports of findings. Audit areas include cannabis inventory compliance, security, adherence to restrictions regarding controlled access to restricted areas, storage of cannabis products, transportation, chain of custody of cannabis, and disposal of cannabis. As an auditor also review facility policies, procedures, and quality assurance programs to determine whether product services are being provided in accordance with applicable regulations.

Agency Auditor State of Nevada, Southern Nevada Adult Mental Health Services (SNAMHS) Las Vegas, NV, February 2020 to February 2024

As the only agency auditor, conduct audits on accounts, records, activities, operations and/or internal controls of individuals, business organizations, State agencies or other government jurisdictions subject to State taxation or regulation to ensure compliance with State and federal rules and regulations and legal requirements and or proper safeguarding of agency funds. Also conduct entrance and exit interviews with individuals, organization representatives or agency division heads to explain the purpose and scope of audits, to discuss findings, verify facts and answer questions regarding audits; monitor progress of implementation and the ongoing adherence to procedures and policies established as a result of audit findings; conduct special investigations and specific audits in areas determined to be "at risk"; and investigate suspected instances of employee fraud as necessary. As the agency auditor, also prepare reports, conduct research, and develop case files for maintaining evidence in each case; and represent evidence before state governing bodies and/or provide testimony in a court of law in defense of the departmental administrative determinations.

Buyer (Contractor) Sands Aviation, LLC, Las Vegas, NV, July 2018 to March 2019

Sands Aviation operates a world-class fleet of VIP aircraft, with passengers that expect the highest level of presentation. The primary responsibility of the Buyer is to work with suppliers and internal departments to set up contracts in Ariba to achieve the most favorable results for the organization. The buyer also assists or leads competitive bidding for aircraft and facility services supporting the Aviation Department, from development of scope to management of the contract.

Director of Purchasing Frias Transportation Management, Las Vegas, NV, November 2009 to March 2017

Frias Transportation Management is the largest taxi company in Las Vegas managing five taxi companies, one limousine company and 1 shuttle bus service. Responsible for bidding out contracts, pricing and quality of all items used by the company to ensure best pricing and value within budgetary parameters and scope. Coordinate with suppliers to obtain the best product and service quality for price, availability, and delivery schedule. Also responsible for forecasting inventory stock levels of all items based on sales and historical data with emphasis on cost control and quality assurance. Directly supervise one Buyer, one Purchasing Analyst and two Material Control Quality Inspectors.

Resume of Chris Hooper, MBA, CQA continued:

Quality Assurance Manager *JS Products, Inc., Las Vegas, NV, December 2005 to May 2008*

As Quality Assurance Manager responsible to company President for oversight and administration of Quality Management Systems. This includes inspection of incoming goods, definition of product performance specifications, supervision of warranty and repair claims process, and communications with both suppliers and customers regarding quality plans. Communicates internally with all levels of management, including project and sales managers, and externally, with suppliers, trading partners, and factory representatives.

- Reduced company Cost of Quality by \$400,000 from 1.9% to 1.5%
- Transformed Repair Department into profit center. The Repair Department originally was losing approximately \$50,000 per year and then earned just over \$100,000 in my last 12 months of managing the department.
- Reduced Cost of Warranty Program from 3% to 2% saving over \$250,000 in warranty claims across entire tool line.

Senior Buyer *JS Products, Inc., Las Vegas, NV, April 2005 to December 2005*

Primarily responsible for the scheduling and coordinating the launch of new product lines for largest accounts via a Microsoft Excel based system. Negotiated with both international and domestic suppliers for the best price of purchased items for this automotive aftermarket tools industry supplier. Issued purchase orders and maintained purchasing department files. Created reports tracking shipping progress for management. Also purchased supplies necessary for warehouse operations such as packing materials, corrugated, shrink wrap, label stock, and tape.

- Engaged in expanding current supplier base to China from Taiwan for machined tool items, i.e. screwdrivers, drill bits, sockets, and wrenches. Estimated annual cost savings of \$409,000.
- Managed first company product recall for defective handheld battery operated portable drills on behalf of customer Mac Tools. Coordinated with CPSC to assure compliance to rigid government standards for product removal throughout the North American marketplace.
- Managed all the logistics operations for Bob Vila tool line as seen on the Home Shopping Network (HSN) website & television show. Scheduled shipping from both China and Taiwan to USA as required by HSN Purchasing Department. Responsible for the scheduling and coordinating the launch of new product lines for company's largest accounts using Microsoft Project.

MILITARY EXPERIENCE

Deputy Operations Officer, *US Army, Germany, 1990-1991*

Promoted to commanding general's staff position of the 59th Ordnance Brigade. Duties included task coordination within brigade operations office for only tactical nuclear weapons capable brigade in Europe. Assumed responsibilities of Operations Officer in his absence.

Maintenance & Assembly Officer, *US Army, Germany, 1989-1990*

Platoon leader of two special weapons platoons providing special weapons support to German field artillery regiment. As a Lieutenant, solely responsible for two platoons' readiness, technical proficiency, and weapons custodial mission in support of German 10th Mountain Corps.

Battalion Intelligence Officer, *US Army Reserve, Toledo, OH, 1988-1989*

Performed function of battalion intelligence officer for the 983rd Engineer Battalion (combat heavy). Responsible for all background checks and granting access to sensitive materials and classified items.

HONORS

Parachutist Badge, National Defense Service Medal, Army Achievement Medal, Army Service Medal, Three Year Army ROTC Scholarship