

Board, Commission or Committee
Application



General Information

Name of Board, Commission or Committee: **BC Library Board**

Applicant Name: **Joseph J. Sunderland**

Home Address: **668 Avenue I** City **BC** Zip **89005**

Mailing Address: _____ City _____ Zip _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax: _____

Email Address: **jsunderland33@gmail.com**

Employer: **5NTC** Occupation: **bus driver**

Availability

Please provide the times you are available to serve on this Board/Commission/Council.

I am open to most times with advance notice

Relevant Affiliations

Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and the term of appointment. If you were appointed by an individual and not by a local jurisdiction please include that information.

I currently am not serving on any other boards, I have served on boards for following in the past, Postal Customer Council, Big Brothers/Big Sister of HI, Oregon Food Bank, Guide Dogs of the Pacific.

Skills and Experience

Please provide a brief description of your qualifications; include any special skills, interests, experience or training which you possess that would benefit the work of this Board, Commission or Council:

I have been a regular user of libraries all my life, reading a lot when younger, using it for music later on, then borrowing of VHS movies and DVD movies and now back to borrowing more books. I have read over 25 so far this year (2022). I have been a genealogy researcher for over 30 years and have used libraries extensively for research even making a trip to England and the LDS library in Salt Lake City for research.

Please attach a **required** resume/letter of interest.

I certify that the information provided is true and accurate to the best of my knowledge.

A handwritten signature in black ink that reads "Joseph J. Sunderland".

Signature

4/26/22

Date

You may deliver this application to the Clark County Administrative Services Department, 6th Floor, Clark County Government Center, 500 South Grand Central Parkway, or mail to the following address:

**Administrative Services Department – 6th Floor Attn: Agenda Coordinator
P. O. Box 551712, Las Vegas – NV 89155-1712**

(This document becomes a public record once it has been received by Clark County.)

Joseph J. Sunderland
668 Avenue I
Boulder City, NV 89005

[REDACTED]

WORK EXPERIENCE:

STUDENT TRANSPORTATION OF AMERICA

Lake Oswego, OR
Sept. 2017 - Feb 2022

Bus Driver

Drive a school bus for Lake Oswego School bus transporting elementary, junior high and high school students to and from school and to field trips and after school activities and sports. I have made trips to Eugene, Netarts, Seaside, Sunriver and Vernonia taking students to camps and to retreats/conferences.

UPS

Drivers' Helper

Beaverton, OR
Dec. 2016 - Jan. 2017

Assisted the driver in making professional on-time deliveries, sorting deliveries and in doing pick-up at regular scheduled and on-call locations. Worked with a multiple of drivers during this time and got excellent working ethics reviews from all of them

FARMINGTON SQUARE

Resident Care Coordinator

Beaverton, OR
Mar. 2016 - Oct. 2016

Responsible for supervising the caregivers and med aids for the memory care residents at the facility. Created care plans and met with family members on any issues needing to be addressed and kept them informed of activities and any changes which may be happening at facility related to resident. Provided outstanding care for the residents and provided an excellent experience for the family members of the residents for their loved ones residing with us.

FARMINGTON SQUARE

Med-Aide

Beaverton, OR
June 2015 - Mar. 2016

Responsible for the control and distribution of medications in this senior living and memory care facility to residents. Duties include supervising the caregivers who would be working during the shift and assisting with care of the residents when needed. I was responsible for the receiving of and documenting the distribution of, all medications, including narcotics and securing control of same medications.

PROVIDENCE HEALTH AND SERVICES
Home Services Billing Specialist

Portland, OR
June 2014 - Dec. 2014

Performed billing and collection of claims to over 30 different insurance plans, including, Medicare and Medicaid. During the six months here had the largest reduction in total receivables of any the 13 staff. Daily calls and reporting on the status of accounts. Due to hours the drive in traffic took each day became too much, so decided to find something closer to home. Worked with EPIC.

OREGON STATE ATHLETIC ASSOCIATION
Soccer and Football Official contractor

Portland, OR
Aug. 2013 - Feb 2022

Provide officiating services for high school football and soccer referee for both high school and intermediate school games. Work closely with high school coaches, administrators, and athletic trainers to provide a safe, fair and competitive experience. In addition worked as an official for Special Olympics and both Tigard Parks and Recreation and Hillsboro Parks and Recreation working youth basketball games and Lake Oswego Parks and Recreation working adult soccer games.

XEROX CORPORATION/ACS
Customer Service Advisor

Tigard, OR
Aug. 2013 - June 2014

Provide excellent telephone support to on-line store customers of one the world's largest computer companies. Provide assistance to resolve issues with orders, referring them to technical support when needed, and assisting them in contacting retail stores for further assistance. Answer questions using product knowledge and on-line resources to make the experience a very positive one.

HONOLULU WEEKLY
Distribution

Honolulu, HI
Oct. 2012 - June 2013

Assists with distribution of this weekly paper all over the island of Oahu. Handling loading of papers and delivering to various newsstands on the island. Involves great knowledge of locales and great customer service to the business locations which are allowing the racks in their places of business.

HAWAII HIGH SCHOOL ATHLETIC ASSOCIATION
Soccer and Football Official official

Honolulu, HI
Sept. 2008 - June 2013

Provided officiating services for high school football and soccer referee for both high school and intermediate school games. Work closely with high school coaches, administrators, and athletic trainers to provide a safe, fair and competitive experience.

APRIA HEALTHCARE

Pearl City, HI

Customer Service Manager

Apr. 2009 - Oct. 2012

Supervisor of ten staff members who are responsible for a variety of customer service functions in this busy office which supplies medical equipment. Create and distribute weekly reports on suspended revenue, daily follow-up with physician's offices on the orders which still need additional documents. Do processing of invoices for payment by accounts payable, meetings with various insurance plans ie: HMA, HMA, Kaiser, UHA, Ohana, and Evercare. Assisted the staff in qualifying orders and in obtaining authorizations for orders received.

**APRIA HEALTHCARE
Billing Center Manager**

Pearl City, HI
Feb. 1997 - Mar. 2009

Supervisor of nine staff members who were responsible for all aspects of billing claims for our patients. This would include providing assistance to resolve problem accounts, hiring and training of staff. Operation was closed and moved to Tempe, AZ. I was responsible for weekly reports to our Corporate and Regional offices on the mainland to detail quantity of work performed by staff and results of each payer on a monthly basis.

**U.S. COAST GUARD AND INTERNAL REVENUE SERVICE
Independent Contractor**

Honolulu, HI
Nov. 1994 - Sept. 1996

Performed all function of mail operations for these two Federal Agencies, included deliver and processing of all incoming and outgoing mail, packages, express deliveries and security correspondence. I wrote an entire SOP manual for both agencies which is still in place today. Worked with all personnel at each agency from Chief at IRS to Admiral at the U.S. Coast Guard. I was also asked to participate with U.S. Coast Guard as a civilian at many of their activities.

VOLUNTEER WORK: Providence Hospice, Special Olympics Oregon, American Red Cross, Oregon Food Bank, Big Brothers/Big Sisters of Honolulu, Eye of the Pacific Guide Dogs, Blood Bank of Hawaii, Hawaii Special Olympics, Hawaii International Film Festival, AYSO, March of Dimes

EDUCATION: Completed all Four Levels of Principles of Management, Hawaii Educational Council. Received a Bachelors degree in Healthcare Administration and Organizational Management in July 2013, Ashford University

SKILLS: Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Windows Live, Microsoft Outlook, certified Apple Computer technician, Lotus Notes.

ACCOMPLISHMENTS/AWARDS: Big Brother of the Year award. Served as the Chairman of the Postal Customer Council 2 years. Served as President of Eye of the Pacific Guide Dogs, 20 years. AYSO Board Member, 15 years.