



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

Name of the TAB/CAC Applying for: Sunrise Manor

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: Alexandria Malone Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 5655 East Sahara Ave. #2043
Las Vegas, NV, 89142

Mailing Address: 5655 East Sahara Ave. #2043
Las Vegas, NV, 89142

Employer: Taylor International Occupation: Construction Manager

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 previously served on the Sunrise Manor Town Board, first as Vice-Chair and then as Chair. During my time on the board, I also participated in the Community Development Advisory Committee (CDAC) during the 2019/2020 funding cycle.

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

Nevada Contractors Association - Construction, Career, Outreach, & Recruitment Committee; Vice Chair

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

My previous experience on the Sunrise Manor Town Board was an incredibly productive one. I felt connected to my community and was excited to amplify the voices of my neighbors. I would love the opportunity to participate in the Town Board again and would be grateful for the opportunity to continue learning about the development and resources in my community.

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.

Alexandria Malone
Alexandria Malone (Oct 16, 2024 15:48 PDT)

Oct 16, 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

Alexandria Malone

Assistant Project Manager, *Taylor International, Las Vegas, NV*

09/2023 –

Present

- Manages requests for information, submittals, and documentation for the design and construction of high-end retail and municipal spaces.
- Daily coordination of clients, team members, and subcontractors to address safety, security, and scheduling matters related to complex construction projects.
- Analyzes scope and budget of construction projects on an on-going basis, from pre-construction to turnover.
- Participates in business support and development activities, including engaging in industry organizations and targeting and engaging potential clients.

Development Project Coordinator, *Compass Development, Las Vegas, NV*

09/2021 –

09/2023

- Created and managed schedules, budgets, and project management tools for all stages of commercial real estate construction projects ranging from \$5-85 million.
- Managed and reported ongoing project costs to clients by reviewing and tracking contracts, construction loan requirements, pay applications, and invoices with contractors and subcontractors.
- Led project communications by controlling all documents, recording and distributing meeting minutes, and managing tasks across design, construction, and ownership teams.
- Coordinated with design and construction stakeholders to submit and advance property entitlement, building permit, and utility applications within Southern Nevada municipalities.

Chair, *Sunrise Manor Town Board, Clark County, NV (Volunteer)*

12/2018 –

01/2023

- Presided over the bi-weekly meeting of my local Town Board, a citizen-led advisory committee which reports to the Clark County Board of Commissioners and Planning Commission, using Robert's Rules of Order.
- Utilized development standards to assess applications for development waivers, zone changes, and use permits.

Associate, *Sun Commercial Real Estate, Las Vegas, NV*

11/2019 –

09/2021

- Participated in more than \$75 million in commercial real estate sale and lease transactions.
- Coordinated with general contractors and other service providers to improve listed properties to buyer specifications.
- Maintained communication with clients, brokers, lenders, and other parties in commercial sale and lease transactions.
- Facilitated due diligence and closing processes with escrow officers for up to ten (10) transactions at a time.
- Drafted marketing materials, letters of intent, broker price opinions, and contracts for sale and lease transactions.

Account Manager, *HARBRO Emergency Services & Restoration, Las Vegas, NV*

08/2018 –

11/2019

- Utilized the IMPACT sales strategy to deepen client relationships within a territory comprised of regional and institutional property and facility managers, eventually inheriting a full territory of 80+ clients.
- Collaborated with commercial and multi-family property and facility managers to formalize action plans regarding fire, water, mold, emergency shooter, and other emergency response situations.
- Sourced opportunities via networking within organizations such as Risk and Insurance Management Society (RIMS) and the Nevada Professional Facility Managers Association (NPFMA).
- Acted as point of contact for after-hours service requests made by clients, as well as periodic municipal requests.

Marketing and Operations Coordinator, *New Image Contracting, North Las Vegas, NV*

10/2017 –

06/2018

- Coordinated the onboarding and implementation of Service Fusion, a fleet-tracking and field service management platform that streamlined our project communication, billing, and customer management processes.
- Received and dispatched maintenance requests from property and facility manager clients per day.
- Pursued client leads via cold-calling self-storage and apartment management companies, as well as industry groups.