



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

Name of the TAB/CAC Applying for: Whitney

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: Amy Beaulieu Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 5071 Danica Way, Las Vegas NV 89122

Mailing Address: 5071 Danica Way, Las Vegas, NV 89122

Employer: NJBSoft Occupation: Marketing Administrator

*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](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 ☐

Last Revised on 8/2/2022



Resume

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?

Whitney. I have served on the Whitney TAB since 2015. I was the chair of the TAB in 2017-18. I was vice chair 2016-2017.

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

Explore Knowledge Academy Foundation Board member- Treasurer

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

I have served on the Whitney TAB since 2015. I have lived in my house since 2004 so I am very familiar with the neighborhood and its needs. I enjoy being on the TAB and giving back to the community and providing input on issues as they arise. It would be an honor to continue to serve to the best of my abilities and represent on the TAB.

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.

Amy Beaulieu

Amy Beaulieu (Sep 30, 2022 10:41 PDT)

Sep 30, 2022

Signature

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to [AdministrativeServices@ClarkCountyNV.gov](mailto:AdministrativeServices@ClarkCountyNV.gov) or by mail to: Clark County Administrative Services  
Attn: Agenda Coordinator  
500 S. Grand Central Pkwy, 6<sup>th</sup> Floor  
Las Vegas, NV 89155

Last Revised on 8/2/2022

# **Amy Beaulieu**

## **Marketing Administrator**

### **NJB Soft LLC**

**January 2020- Present**

- Using InDesign, create and edit (for spelling, style, and grammar) proposals, in response to municipalities, tribal authorities, and utilities RFP/SOQ for civil and electrical engineering or compliance software services.
- Using Zoho Campaign, send marketing emails advertising workshops and meet our sales team exhibiting at conferences.
- Using Deltek Vision:
  - Post checks that are received from clients
  - Open new projects and set up tasks for employees to bill their hours
  - Set up new clients
  - Set up billing rate tables
  - Set up billing terms for each project
  - Create employee productivity reports
  - Create reports that track employee hours per project/task
- Using PipeDrive, create new opportunities and track proposals as they go through different proposal stages
- Using Square 9, index Accounts Payable invoices
- Update AR Aging Report
- Track procurement
- Track employee vacation, sick, personal and holiday time used and available.
- Other special projects as assigned
- Named Employee of Second Quarter- 2021 for covering the marketing department when the supervisor left on maternity leave. I worked on three proposals that were awarded to the company in that time frame.

## **Professional sabbatical to care for my family**

**August 2016-January 2020**

**University of Nevada, Reno School of Medicine, Las Vegas, NV**

**Scientific Review and Mini-Grant Coordinator**

**October 2015- August 2016 (11-month contract)**

Contracted to assist with the activities of the Scientific Review and Mini-Grant Unit for the Clinical and Translational Research–Infrastructure Network (CTR-IN). The CTR-IN is a consortium involving thirteen universities in 7 states in partnership with the National Institutes for Health (NIH).

- Supported the scientific review process for the pilot (\$60,000) and mini-grants (\$12,500) offered by the CTR-IN for junior faculty.
- Organized and managed ad hoc scientific reviews for proposals that investigators from partner institutions intended to submit to the NIH for external funding.
  - Edited and formatted over 170 reviews using an online portal
  - Solicited and matched reviewers with specific expertise to grants to review
  - Coordinated webinars on how to be a reviewer
  - Coordinated video conferences for the reviewers, known as Study Sections, to discuss the grants
  - Compiled scores into spreadsheets and created visual graphs that aided final funding decisions

**University of Nevada, Las Vegas, NV**  
**Meeting Consultant**  
**March 2015-June 2015 (4-month contract)**

Contracted meeting planner hired to coordinate the second annual meeting of the Mountain West Clinical and Translational Research-Infrastructure Network (CTR-IN).

Coordinated three days of committee meetings and a main scientific meeting- oral presentations and poster sessions.

- Coordinated airfare, lodging, ground transportation, catering, and imprinted items
- Recruited, trained, and managed student workers
- Managed agenda and scheduling
- Planned opening reception with live band at the Las Vegas Country Club

In addition to the annual meeting:

- Planned a one-day NIH grant reviewer workshop on campus- Coordinated airfare, lodging, ground transportation and catering
- Planned a two-day grant writing workshop on campus- Coordinated airfare, lodging, ground transportation and catering

**University of Nevada, Las Vegas, NV**  
**Meeting Consultant**  
**March 2014 – August 2014 (6-month contract)**

- Contracted meeting planner hired to coordinate the inaugural annual meeting of the Mountain West Clinical and Translational Research-Infrastructure Network (CTR-IN)
- Over 160 medical researchers from 13 partner universities attended
- Coordinated four days of committee meetings, main scientific meeting, and a site visit by the National Institutes of Health program officers

- Coordinated airfare, lodging, ground transportation, food, and AV
- Directed logistics for 48 speakers, 2 plenary speakers and one keynote speaker
- Managed logistics for 8 committee meetings that were held simultaneously
- Planned opening reception with live band at the Las Vegas Country Club

### **Amy Beaulieu for Nevada Assembly District 18**

**August 2013- November 2014**

Campaign coordination including candidate interviews, public speaking, media relations, website development, maintaining social media, Facebook presence, fundraising, volunteer coordination, promotional material coordination, marketing, and advertising strategy. Received 45% of the votes cast.

### **America Lung Association in Nevada, North Las Vegas, NV**

**March 2008- August 2013**

**Director of Tobacco Control Policy, May 2010-August 2013**

**Director of Programs, July 2009-May 2010**

**Lung Health Educator, March 2008- July 2009**

- Spokesperson for ALA for all media interviews
- Co-Managed Smoke Free Boulder City and Henderson campaigns
- Maintained two Facebook pages
- Made hundreds of presentations to community organizations
- Coordinated the efforts of the statewide Nevada Tobacco Prevention Coalition
- Advocated for seven bills during the 2011 Nevada Legislature session. Provided written and oral testimony
- Coordinated intense media coverage over two of the bills. Conducted interviews for TV, print and radio, including Face to Face and NPR
- Awarded national ALA staffer of the week, June 2011
- Supervise and managed twelve direct reports
- Managed budgets for federal, state, and private grants, including donor reports as needed
- Oversaw staff activities for four tobacco control programs and one asthma program
- Responsible for a Clean Air Awards luncheon
- Responsible for all logistics pertaining to a continuing medical education conference, annual children's residential asthma camp and Scale the Strat stair climb fundraiser
- Recruited and trained volunteers for camp and fundraising event

**Education:** Executive Master of Hospitality Administration  
Emphasis: Meetings, events, conventions, and exhibitions  
University of Nevada, Las Vegas  
Nominated "Best Graduate Professional Paper"  
1<sup>st</sup> graduate of the program

Bachelor of Science  
Journalism major, political science minor  
Culver-Stockton College, Canton, MO  
Alpha Xi Delta member

**Professional Association/Volunteer/Appointed:**

Whitney Township Advisory Board- 2015- present  
- Chair 2017-18  
- Vice-Chair 2016-17

Explore Knowledge Academy Foundation Board member- Treasurer, 2015-present  
S.T.O.P Coalition, citizen member/Facebook Administrator- 2014-2021  
Clark County Community Plan Working Group- 2015  
College of Southern Nevada Advisory Council, Cardiorespiratory Sciences program-  
2012- 2013  
Executive Committee, Nevada Cancer Coalition -2012- 2013

**Honors/Awards**

Member, Clark County Neighborhood College Class 2015  
One of 28 people selected by the Clark County Commissioners to experience how local government works, as well as how decisions are made about community issues such as transportation, public/neighborhood safety, health and human services, etc. over the span of 8 weeks culminating with a graduation ceremony

Public Health Advocate Award 2012, Nevada Public Health Association

Parcel: 16128310038



Owner Name(s): BEAULIEU

PETER & AMY

Site Address: 5071 DANICA WAY

Jurisdiction: CC Whitney - 89122

Sale Date: 03/2004

Sale Price: \$157,500

Estimated Lot Size: 0.14

Construction Year: 1979

Recorded Doc Number: 20040304












# TAB-CAC Application

Final Audit Report

2022-10-03

Created:	2022-09-30
By:	ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVxZhg5dRwR4t-9NKnU2HFjtvikSN9y-

## "TAB-CAC Application" History

-  Web Form created by ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov)  
2022-09-19 - 8:15:51 PM GMT
-  Amy Beaulieu (lvmtplanner@cox.net) uploaded the following supporting documents:
  -  Resume2022-09-30 - 5:41:26 PM GMT
-  Web Form filled in by Amy Beaulieu (lvmtplanner@cox.net)  
2022-09-30 - 5:41:26 PM GMT
-  User email address verification waived  
2022-09-30 - 5:41:28 PM GMT
-  Document emailed to AdministrativeServices@ClarkCountyNV.gov for acceptance  
2022-09-30 - 5:41:29 PM GMT
-  Email sent to ClarkCounty SignAdmin (ccadobesignadmin@clarkcountynv.gov) bounced and could not be delivered  
2022-09-30 - 5:41:45 PM GMT
-  Email viewed by AdministrativeServices@ClarkCountyNV.gov  
2022-10-03 - 2:36:42 PM GMT
-  Signer AdministrativeServices@ClarkCountyNV.gov entered name at signing as La Tansa L Stevenson  
2022-10-03 - 2:37:19 PM GMT
-  Document accepted by La Tansa L Stevenson (AdministrativeServices@ClarkCountyNV.gov)  
Acceptance Date: 2022-10-03 - 2:37:21 PM GMT - Time Source: server
-  Agreement completed.  
2022-10-03 - 2:37:21 PM GMT



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## Administrative Services

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**From:** CLARK COUNTY <adobesign@adobesign.com>  
**Sent:** Monday, October 03, 2022 7:37 AM  
**To:** ClarkCounty SignAdmin; Administrative Services; Amy Beaulieu  
**Subject:** Completed: "TAB-CAC Application"  
**Attachments:** TAB-CAC Application - signed.pdf



Amy Beaulieu completed  
**TAB-CAC Application**

**Open agreement**

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Attached is the final agreement between:

- CLARK COUNTY
- Amy Beaulieu

You can also [open it online](#) to review its activity history.

Need your own documents signed? Adobe Acrobat Sign can help save you time. [Learn more.](#)

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

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