

City of Reno Board or Commission Membership Application

PLEASE BE ADVISED THAT ALL INFORMATION COLLECTED IN THIS APPLICATION IS PART OF THE CITY OF RENO'S PUBLIC RECORD AND IS, UPON REQUEST, AVAILABLE FOR PUBLIC REVIEW.

These positions are limited, in most cases, to residents of the City of Reno. The City Council endeavors to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions may have professional qualification requirements or require filing of financial statements with the Secretary of State. Contact the City Clerk's office at 775-334-2030 with any questions.

Contact Information				
First Name (Required) *		Middle Name/Initial	Last Name (Required) *	
CHERYL		L	GUINAN	
Nick Name/Preferred Name		Email Address (Required) *	Phone Number (Required) *	
		CHERYLLYNNGUINAN@YAHOO.COM	775-233-1543	
Home Address (No PO Box) (Required) *			City (Required) *	Zip Code (Required) *
144 Moran Street			Reno	89501
Business Address			City	Zip Code
				Ward
				WARD 3

I agree to inform the Reno City Clerk's Office of any contact or address changes.

☒ I Agree (Required) *

Is this a new application, an application for reappointment, or an amendment to an existing application? (Required)
<div>*</div> <div><input checked="" type="radio"/> New Application</div> <div><input type="radio"/> Reappointment</div> <div><input type="radio"/> Amendment</div>

Name of Board or Commission for which you would like to apply: (Required)
<div>*</div> <div>Recreation and Parks Commission</div>

Explain briefly why you would like to be appointed to this board or commission.

I would like to give back to the Reno community by being an active member and engaging in activities that help promote a healthy, active, and engaging community for all. While I might not have a list of long degrees or a commanding title, I do have experience of being a single mom and needing the services of several recreation and park programs. I have spent a great amount of time enjoying our city parks and public recreational buildings. I believe in and have personally experienced the peace a park can bring and have seen the community camaraderie a public area can create between community members. I believe so much in the importance of recreational and park spaces that I have invested my own personal time to help keep our parks and recreation areas clean. I have planted vegetation with local groups such as Keep Truckee Meadows Beautiful to keep our recreation spaces enjoyable for all. To me, being a part of this commission gives me an opportunity to continue to be a helping hand as well as a part of the revitalization of Reno. I can be a listening ear for constituents, to hear their concerns, promote their ideas, or solutions when it comes to their experiences in our parks and recreational areas. I care deeply that these areas are safe, accessible, and promote health, inspiration, and fun for all community members. I would love to be a part of the team that helps keep all in order so that our community can come together and enjoy all the benefits these areas provide to our city and ourselves.

Relevant Education or Training

Associate of Arts Degrees in Psychology, Criminal Justice, and Arts. Former licensed real estate agent in Nevada.

Are you currently registered to vote in the City of Reno?

☒ Yes

☐ No

Are you 18 or over?

☒ Yes

☐ No

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the board or commission.

☒ I Agree *

WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By signing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the undersigned acknowledges that he may at any time withdraw both this waiver and related application for appointment.

Printed Name of Applicant: *

Cheryl L. Guinan

Today's Date *

12/18/2024

Signature of Applicant: *

Cheryl L. Guinan

Attach Resume (1)

Document Name	Attachment Type
GUINAN, CHERYL APPLICATION FOR RECREATION AND PARKS COMMISSION (WARD 3) – 12/18/2024	RESUME

Cheryl Guinan
144 Moran Street
Reno, NV 89501
775-233-1543
CherylLynnGuinan@yahoo.com

OBJECTIVE:

I am seeking a position as an executive assistant to the CEO with Saint Mary's Regional Medical Center. I can provide clerical duties and needs to support the office and CEO. I excel in customer service and multitasking. It is important to be in a mutually respectful environment which supports continued professional growth, creativity, and joy in my professional and personal endeavors, as an employee, parent, and community member.

Professional Work Experience:

***Communication Therapy Aide / Rehab Therapy Aide/ Nuclear Medicine Aide
Saint Mary's Regional Medical Center
December 15th, 2008 to December 22nd, 2024
Reno, NV***

- Facilitated the completion of daily duties, such as therapist patient lists, message delivery, supply needs and preparation to ensure that therapist are provide optimum opportunity that meets, not only patient care needs but department and hospital goals as well.
- Provide skilled and empathic care for outpatients and inpatients to ensure safety goal standards and strive to see patient expectations are met within my job description and maintain utmost patient privacy.
- Responsible for obtaining insurance authorizations for patients.
- Scheduling patients with department providers, and other necessary departments involved in the patient's care (Radiology, Fitness Center, Outpatient Rehab Clinic).
- Assisting the department director/supervisors in reconciling billing charges/productivity and data entry for the Rehabilitation Therapy department.
- Responsible for managing office and medical supplies for various departments.
- Proper cleaning of patient areas, staff offices and sterilizing of medical equipment meeting department policies and procedures.
- Assist in maintaining Stroke Support Group data, facilitating invitations to attendees.
- Maintaining productive relationships with hospital departments to ensure functional and successful outcomes in department requests and needs.

***Receptionist
Ad-Spec Advertising Specialty Company
July 1st, 2007 to October 2018
Sparks, NV***

- Consider to be the first face of Ad-Spec. Worked to ensure that the first interaction with the business was a friendly and positive experience for the clients in person or over the phone.
- Responsible for maintaining high level customer service in answering phones lines (8) and directing customers to the correct salesperson.
- Maintained office invoice mailing, ensuring timely payments and processed account matters.
- Filing of office records, vendor correspondence and billing.
- Maintain office supplies and cost-effective ordering of supplies.
- Responsible for maintaining office equipment (copier, fax, phone systems) and basic computer operations. If issues were identified, arranged immediate repair for equipment.
- Was assigned unique projects as needed by the owner of the company.

***Real Estate Licensee/Transaction Coordinator
Realty World Ballard Company
June, 2004 to March 2007
Reno, NV***

- Located properties for buyers and listed properties for sale for clients. Primary residential.
- Presented and explained legal real estate contracts to clients as well as submitting offers.
- Required to order inspections, set up appointments for clients and co-workers outlined by contracts.
- Responsible for auditing files, filing, and taking complete notes on all transactions for office broker, clients, lenders, and title companies.
- Responsible for answering phones, opening, and closing of office and occasionally running company errands.
- Maintained and updated office client databases.
- Held and taught free first-time buyer classes teaching the public the necessary steps on how to purchase a home.

***Office Secretary
Grand Lodge of F. & A.M. of Nevada
October 2000 to July 2004
Reno, NV***

- Responsible for responding, delivering, and filing correspondence received by the Grand Lodge of F. & A.M. of Nevada for local and foreign delegations.
- Responsible for timely execution of payroll, accounts payable, account receivables under the direction of the Grand Treasurer.
- Helped with coordinating yearly conventions, duties including tracking registrations, assembling registration packets, and attending to attendee needs.
- Responsible for selling various Masonic products.

Academic History:

- **High School Diploma**, June 6, 2000, Earl Wooster High School, Reno, NV.
- **Northern Nevada Real Estate School**, certified pre-licensing requirements State of Nevada, November 20, 2002, Nevada.
- **Associate of Art Degree Criminal Justice**, Truckee Meadows Community College, December 2020, Reno, NV.
- **Associate of Art Degree Psychology**, Truckee Meadows Community College, December 2020, Reno, NV.
- **Associate of Art Degree**, Truckee Meadows Community College, December 2020. Reno, NV.

Qualifications and Skills:

- Experience with Microsoft Office Programs (e.g., Word and Excel).
- Knowledge of phone systems, fax machines, copiers, and computer systems.
- Professional phone etiquette and message taking.
- Small event planning and appointment scheduling.
- Confident in supply ordering, management of supplies/professional tools, facilitating maintenance and repair of office equipment.
- Organizational skills and follow through.
- Ability to prioritize and meet timely deadlines.
- Constructive problem-solving abilities.
- Extreme time management skills.
- Able to work without supervision.
- Respectful of attendance policies and departmental policies.
- Typing (50+ wpm)

Volunteer Work

- **Board of Directors Member**
Safe Embrace
December 2023- Current
- **Board of Directors, Northern Nevada Representative**
Nevada Coalition to End Domestic and Sexual Violence (NCEDSV)
March 2024-Current

Certifications and Special Training

- **Nevada Real Estate License** issued July 12, 2003, to July 31, 2007, Carson City, NV.
- **BLS for Healthcare Providers (CPR & AED) Certification** 2008-Current, RESMA, Northern NV.
- **Active Assailant Training for Medical Personnel**, November 8th, 2017,
Washoe County Public Health Preparedness and Emergency Medical Services
- **Basic Rhythm Interpretation Certificate of Completion** March 23rd, 2018,
Saint Mary's Regional Medical Center
- **PTK EDGE Transfer Excellence, Application Success, Transitions, Select, Search, Funding** 2019
- **PTK EDGE Research Excellence-Investigation, and Action, Impact** 2019
- **PTK EDGE Competitive Excellence Think, Grow, Connect, Collaborate, Perform** 2020
- **PTK EDGE Career Excellence-Aim, Act, Advance, Achieve** 2020
- **PTK EDGE Healthcare Excellence -Patient Care, Performance Care, Job Care, Self-Care**, 2021
- **Reno Constituent Institute Participant**, 2023
- **Washoe County Leadership Academy Participant**, Current 2024-2025