

Application Form**Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

Profile

Rebecca

First Name

Pairis

Middle Initial

Last Name

bpairis99@hotmail.com

Email Address

6370 enchanted valley

Home Address

Suite or Apt

Reno

City

NV

State

89523

Postal Code

What ward do you live in? *☒ Ward 1

Home: (775) 453-2218

Primary Phone

Mobile: (323) 236-7498

Alternate Phone

How long have you been a resident of the City of Reno?

11

Are you over 18 years of age?☒ Yes ☐ No**Are you currently registered to vote in the City of Reno? ***☒ Yes

Washoe County School District

Employer

Student Graduation
Advocate/Substitute teacher

Job Title

Which Boards would you like to apply for?

Ward 1 Neighborhood Advisory Board: Submitted

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☒ No

If yes, please list conviction dates and nature:

Interests & Experiences

Education or training relevant to the board or commission to which you are applying:

I am currently working on my Social Work degree and have my minor in CASAT from the University of Nevada, Reno.

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

I am a resident of the North west Reno area and have ideas and suggestions that I think can help people within my community.

Rebecca Pairis Resume.docx

Upload a Resume

Demographics

This section is optional and your responses will not be utilized for appointment. The following information helps track our recruitment and diversity efforts.

Open Meeting Law Waiver

**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 agreeing 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 I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

☒ I Agree

Acknowledgement

Please Agree with the Following Statement

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 results in automatic removal from the board or commission.

☒ I Agree

Rebecca Pairis
bpairis99@hotmail.com
(323) 236-7498

- Time Management
- Process Improvement
- Training and development
- Strategic Planning
- Team Leader
- Schedule Management
- Audit and Compliance
- Human Resources
- Deadline Oriented
- Problem Solving
- Invoice Management
- Strong Background in Microsoft Office
- Customer Service
- Report Analysis

Washoe County School District | 2020- Present
Student Graduation Advocate

Help students connect with school staff such as teachers, administrators, school counselors and support staff, meet with student to go over grades and any issues they may be facing with tools used for learning, provide school and community resource information, mentor student to help in academic success.

Washoe County School District | 2019- Present
Substitute Teacher

Follow teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate, assign classwork and homework as necessary, according to lesson plans, maintain a well-managed classroom and positive learning environment, Supervise students out of class such as in the hallways and in the cafeteria.

Bed Bath & Beyond | 2019 - 2021
Receiving Lead

Receiving Team/RTV 2011-2012 Reno, NV

RTV Inventory Control 2001 -2007 Lakewood, CA

Receive incoming trucks and assisting in unloading and loading merchandise, process incoming merchandise and prepare it to be put on the selling floor, follow proper security procedures when receiving merchandise to prevent shrink, lead processes including daily reports and bills of lading, processes payments by totaling purchases, processing checks, cash, and store or other credit cards, process customer returns and exchanges, directs customers by escorting them to products and providing product information; suggesting items, help customers in ordering products online if not in store and processing special orders, return to vendor processes for any customer returns or storewide recall, help in stocking of store inventory on shelves, create signs for store product and post signs for all safety recalls, maintain accurate and up to date records, review applications and set up interviews with management, train new employees.

Apex Performance Solutions at Microsoft | 2015-2017

Business Analyst

Manage 8 major multinational accounts marketing on Microsoft's behalf, operate as the lead point of contact for all matters specific to customer accounts, process weekly budget transfers for Microsoft Finance, created over 4000 Purchase Orders, perform fiscal year budget cascading in accordance to corporate finance guidelines, review and validate Proof of Execution of marketing activities to ensure compliance in Microsoft investment, partner with Corporate Finance to book accruals each quarter to ensure proper spend forecast, maintain accurate and up to date records, provides management reports by collecting, analyzing, and summarizing information, explaining detailed policies, regulations and requirements, work closely with vendor staff as well Executive stakeholders.

Arvato Bertelsmann at Microsoft| 2012- 2015

Discretionary Operations Team - Senior Account Manager 2014-2015

Senior Transactional Specialist - Channel Incentive payment team 2012-2014

Created over 3000 Purchase Orders for partners doing business on behalf of Microsoft, create process and procedure documents, train account managers on internal tools and set up access, responsible for complex customer and business-related inquiries and transactions, create and review incentive payment reports, work closely with AP team and partner to resolve any payment errors that arise, attend weekly team syncs to discuss new processes, worked with Microsoft regarding any problems relevant to incentive payments, maintenance of complex records and files, explaining detailed policies, regulations, and requirements.

CASAT - Addiction Treatment Studies - Minor | University of Nevada, Reno

Social Work - Associates of Arts | TMCC

Human Services - Certificate | COASTLINE COMMUNITY COLLEGE

Social Work Coursework | CONCORDIA UNIVERSITY



Molly Rosen <rosenm@reno.gov>

Rebecca Pairis has submitted an application for Ward 1 Neighborhood Advisory Board

1 message

City of Reno NV <boards@granicuslabs.com>

Sun, Aug 1, 2021 at 7:32 PM

Reply-To: cityclerk@reno.gov

To: rosenm@reno.gov, aufierob@reno.gov, huntsmanm@reno.gov

A new application for City of Reno, NV Boards and Commissions has been submitted. Applicant: Rebecca Pairis Boards
Applied For: Ward 1 Neighborhood Advisory Board Link: <https://reno.granicus.com/apps/boards/applicants/?id=746990>