

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

Jeremy

First Name

T

Middle Initial

Pidanick

Last Name

pidanickj@gmail.com

Email Address

1245 Kirston Street

Home Address

Suite or Apt

Reno

City

NV

State

89503

Postal Code

What ward do you live in? *☒ Ward 5

Mobile: (775) 250-1574

Primary Phone

Alternate Phone

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

8 years

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

Employer

Court Liaison Program Office
Assistant 2

Job Title

Which Boards would you like to apply for?

Ward 5 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:

DUI in December 2008.

Interests & Experiences

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

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

I have served our country, I am currently serving our county, now I would love the opportunity to serve our great city of Reno. I want to do my part to help our community.

[Jeremy_Pidanick_Current.docx](#)

Upload a Resume

Ethnicity

[REDACTED]

Gender

[REDACTED]

Sexual Orientation

[REDACTED]

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

JEREMY PIDANICK

1245 Kirston Street, Reno, NV 89503, C: 775-250-2574, pidanickj@gmail.com

PROFESSIONAL SUMMARY

Enthusiastic and well-organized Administrative Associate with solid background in data entry, schedule management and event planning. Hard-working, multi-tasking with outstanding telephone, scheduling and documentation skills, with comprehensive background in employee relations, recruiting, payroll, compensation, and benefits.

SKILLS

Process improvement techniques
Workforce planning
Crisis and emergency communications
Sound judgment
MS Office
Strategic thinker
Presentation software
Strong leader

Payroll administration experience
Financial reports
Exceptional Microsoft Excel skills
Budgeting and finance expertise
Training and development
Skilled researcher
Risk assessment
Court Filing

WORK HISTORY

Squad Leader, 08/2005 to 12/2010

Army – Fort Lewis, WA

- Developed and led training programs in preparation for combat.
- Drafted military and nonmilitary correspondence.
- Supervised 12 Soldiers.
- Maintained 100% accountability of equipment in excess of \$1.2 million.
- Expert in tactical and technical guidance.
- Barracks Maintenance NCO.

Personnel Services NCO, 01/2011 to 11/2013

Nevada Army National Guard – 19980 Army Aviation Dr. Reno, NV 89506

- Documented and processed classified materials.
- Tracked and filed administrative paperwork and personnel folders.
- Reviewed disciplinary and other adverse actions and made recommendations.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Conducted job analysis and job evaluations, resulting in quality job specifications.

Developed and improved processes that lead to 100% during internal inspections two years in a row.

Readiness NCO, 11/2013 to 7/2016

Nevada Army National Guard – 19980 Army Aviation Dr. Reno, NV 89506

Managed payroll for an organization of 80 personnel.

Documented procedures identified areas to improve internal controls and gain additional efficiencies and implemented policy changes.

Administered compensation, benefits and performance management systems and safety and recreation programs.

Handled understaffing, disputes, terminating employees and administering disciplinary procedures.

Initiated program that standardized new employee training and led to increase in customer satisfaction by 25%.

Oversaw daily office operations for staff of 80 employees.

Effectively managed the resource management account with 100% accuracy.

Created company's first employee manual including training and development.

Aviation Safety NCO.

Office Assistant II, 6/2018 to Current

Washoe County Human Services Agency - 350 South Center Street, Reno, NV 89501

Full-time general or legal clerical experience involving customer service.

providing and receiving information on a daily basis and the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum) in performing daily clerical duties and department.

Assist Case workers with filling with court or QC a variety of needs, i.e. Court reports, Case Plans, Vacate Letters, all forms of Petitions, affidavits of mailings, and Case Closures.

EDUCATION

Associate of Applied Science:

Kaplan University - Ft Lauderdale, FL

Completed 45 semester credits

Associate of Applied Science: Paralegal,

Truckee Meadows Community College - Reno, NV

Completed 46 Credits towards degree

Cosmetology School:

Paul Mitchell The School Reno

OSHA 30-Hour General Industry Safety and Health

CERTIFICATIONS

Certified in Lean Six Sigma

Master Resilience Trainer Assistant

Light Wheel Vehicle Mechanic

Certified in ASIST-SI

Licensed Cosmologist