

Schull, Shyanne

From: [REDACTED]
Sent: Sunday, May 12, 2019 5:46 PM
To: WEBTEAM; Schull, Shyanne
Subject: VOLUNTEER APPLICATION: Animal Services Advisory Board

Application for Animal Services Advisory Board

Additional Information:

I am very passionate about animal welfare. I belong to several animal welfare organizations; i.e., The Humane Society of the US, PETA, In Defense of Animals, to name a few. I have helped many stray and injured animals over the years. I believe I can make a difference in our community. I have been the mom to several special animals, currently to two rescue dogs. Also, I am an excellent typist and a good writer.

Personal Information

Salutation

Ms

First Name

Alexandra

Last Name

Brenke

Address 1

[REDACTED]

Address 2

City

Reno

County

Washoe

State

NV

Zipcode

89506

Main Phone

[REDACTED]

Secondary Phone

[REDACTED]

Email Address

[REDACTED]

Contact Preference

any

Unsubscribe

unchecked

Education Background

School Name

Santa Rosa Junior College

Graduated

yes

Graduation Year

1987

Course Of Study

Administration of Justice

Degree Earned

Associate in Science

Notes

Professional Background

Employer

Washoe County Juvenile Services

From Date

09/15/09

To Date

03/31/16

Status

part-time

Job Title

Legal Secretary

Duties

Assisted probation staff with preparation of written court reports and documents. Performed reception duties and accepted and processed payments for restitution and court-ordered fines. Assisted general public and clients in person and on the telephone providing probation and court information.

Employer

City of Reno Community Development

From Date

07/24/06

To Date

03/01/09

Status

part-time

Job Title

Secretary

Duties

Prepared agendas, minutes and staff reports for Reno Planning Commission and City Council. Assisted planners and engineers with document preparation. Provided customer service to the public in person and by telephone.

Employer

City of Reno Finance Department

From Date

04/01/06

To Date

07/01/06

Status

part-time

Job Title

Public Service Intern

Duties

Processed city sewer payments. Assisted with scanning documents.

Employer

John Lewis, Attorney at Law

From Date

02/01/06

To Date

04/01/06

Status

part-time

Job Title

General Office Clerk

Duties

Assisted paralegal with general clerical backup, processing estates, wills, trusts.

Employer

United Finance Co.

From Date

01/01/06

To Date

02/01/06

Status

part-time

Job Title

Collector

Duties

Took payments on accounts. Monitored delinquent accounts to take appropriate collection action.

Employer

Reno Housing Authority

From Date

02/01/05

To Date

07/01/05

Status

part-time

Job Title

Family Self-Sufficiency Program Coordinator

Duties

Oversaw Family Self-Sufficiency Program for Section 8/Public Housing residents. Conducted briefing sessions to explain program requirements; taught workshops on goal-setting, career exploration, problem solving. Maintained participant/program documentation.

Employer

Sonoma County Dept. of Child Support

From Date

10/01/90

To Date

01/31/05

Status

part-time

Job Title

Child Support Officer

Duties

Reviewed, prepared, monitored child support cases; provided customer service. Prepared legal documents, reports, correspondence. Testified in court.

Employer

Sonoma County Sheriff

From Date

05/01/85

To Date

10/01/90

Status

part-time

Job Title

Community Service Officer

Duties

Promoted and taught crime prevention/public safety topics to schools, businesses, community groups. Assisted public taking crime reports and providing information.

Employer

Sonoma County Probation Department

From Date

01/01/82

To Date

04/30/85

Status

full-time

Job Title

Clerk Typist/Victim Aide

Duties

Interviewed crime victims, processed claims for state victim of crime compensation fund. Provided referrals to outside agencies for specialized needs.

Awards and Honors

Honor

Certificate of Commendation from Senator Harry Reid

Honor Date

06/05/09

Details

Certificate of Appreciation for commitment to CERT (Community Emergency Response Team)

Honor

Resolution of the Board of Supervisors of Sonoma County, CA

Honor Date

10/17/89

Details

Recognition for service provided to the public and the department while an employee of the Sonoma Co. Sheriff's Dept. during a particularly notorious homicide investigation.

Volunteer History

Agency

SPCA Washoe County

From Date

01/01/11

To Date

01/01/12

Volunteer Title

Dog Walker

Duties

I would sign in to walk dogs on a roughly twice-a-week basis. I also helped to clean kennels and did laundry.