

Schull, Shyanne

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**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

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**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

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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)

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**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.

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**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.