

Schull, Shyanne

From: [REDACTED]
Sent: Wednesday, October 31, 2018 5:13 AM
To: WEBTEAM; Schull, Shyanne
Subject: VOLUNTEER APPLICATION: Animal Services Advisory Board

Application for Animal Services Advisory Board

Additional Information:

Personal Information

Salutation

First Name

Gia

Last Name

Aragon

Address 1

Address 2

City

Sparks

County

Washoe

State

NV

Zipcode

89436

Main Phone

Secondary Phone

Email Address

Contact Preference

any

Unsubscribe

unchecked

Education Background

School Name

Cannon Financial Institute

Graduated

yes

Graduation Year

2018

Course Of Study

Fiduciary Trust Admin

Degree Earned

Certificate

Notes

Course over three years at Pepperdine University for estate planning, investment management, insurance, trust administration, and trust accounting.

School Name

University of Phoenix

Graduated

yes

Graduation Year

2014

Course Of Study

HR Management

Degree Earned

Associates

Notes

School Name

University of Nevada Reno

Graduated

yes

Graduation Year

2006

Course Of Study

Business

Degree Earned

Certificate

Notes

Professional Background

Employer

UVA Advisors

From Date

12/15/10

To Date

04/17/15

Status

full-time

Job Title

Senior Operations Manager and HR Manager

Duties

Oversee and perform management oversight with daily, weekly, monthly and quarterly operational processing tasks including: reconciliations; GL/profitability financial reporting; client billing; revenue recognition; and resolution of trade and settlement issues with custodian/clearing brokers. i. Process new accounts, terminations, transfers, and account registration changes for client accounts. i. Assist Senior Wealth Advisors to increase their business by identifying and implementing, as appropriate, opportunities for processing efficiencies within the operations team including: maintaining client relationships, possibilities for global outsourcing, cross-training employees between disciplines, elimination of manual processing where systems can be leveraged, and elimination of duplicative processes between all existing investment operations teams. i. Primary contact to Internal Audit, Compliance, Finance, Business Continuity Management, and external auditors (SEC and GIPS annual audits). Facilitated coordination of audits and production of documentation. Produce, maintain and monitor policies/procedures, workflows, and critical processes designed for effective controls, risk mitigation, and regulatory compliance. This includes Operations and Trading Procedures, Business Continuity Plans and coordination with Compliance team on supervisory activities, new rules and best practices. i. Manage staff, by developing team member skills, ensuring proper oversight of investment processing activities while providing training/coaching/learning development to staff. i. Manage intraday investment compliance and the production of compliance summaries for Management and client reporting. Develop procedures, processes and systems to support these requirements. i. Responsible for verifying and disseminating portfolio rates of return and other statistical data by generating and maintaining strategy composites according to GIPS

Standards. I, Performed Human Resource Management for two separate organizations in Reno and Las Vegas. Manages recruiting, testing, interviews, new hire orientation, and selection of associates. Responsible for all payroll, A/P and A/R processing. I, Counseling managers on candidate selection; conducting and analyzing exit interviews. I, Provides solutions to associate relations issues and meets with managers to regarding policy interpretation and proper procedures recommending changes. I, Design, plan, and implement compensation programs, policies and procedures including benefit preparation and administration; review programs and make suggestions for improvement regularly to ensure a competitive market position; make broker and insurance carrier selections; renew coverage for insurance companies annually. I, Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings. I, Investigates accidents and prepares accident reports I, Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

Employer

Navellier and Associates

From Date

12/10/99

To Date

07/20/09

Status

full-time

Job Title

Operations Manager

Duties

Assist Senior Wealth Advisors to increase their business by identifying and implementing, as appropriate, opportunities for processing efficiencies within the operations team including: maintaining client relationships, possibilities for global outsourcing, cross-training employees between disciplines, elimination of manual processing where systems can be leveraged, and elimination of duplicative processes between all existing investment operations teams. I, Oversaw and performed management oversight with daily, weekly, monthly and quarterly operational processing tasks including: reconciliations; GL/profitability financial reporting; and resolution of trade and settlement issues with custodian/clearing brokers. I, Processed new accounts, terminations, transfers, and account registration changes for client accounts. I, Assisted in audits by production of documentation. Worked directly with Compliance, Finance, Business Continuity Management, and external auditors (SEC audits). I, Produced, maintained and monitored policies/procedures, workflows, and critical processes designed for effective controls, risk mitigation, and regulatory compliance. This included Operations and Trading Procedures, and coordination with Compliance team on supervisory activities, new rules and best practices. I, Manage staff, by developing team member skills, ensuring proper oversight of investment processing activities while providing training/coaching/learning development to staff. I, Managed intraday investment compliance and the production of compliance summaries for Management and client reporting. Developed procedures, processes and systems to support these requirements.

Employer

Whittier Trust Company of Nevada

From Date

04/20/15

To Date

present

Status

full-time

Job Title

Client Advisory Associate

Duties

Trust administration for over 400 million in assets with 20 separate family relationships. Provide fiduciary trust account administration to ultra high net worth clients for various types of trusts, businesses, estates, power of attorneys, ERISA, and guardianships, I, Gather and prepare materials needed for reviews, audits, meetings, and presentations for Trust and/or Agency accounts. I, Interpretation of legal documents and review of bank and brokerage statements. I, Responsible for the day to day administration including; opening/closing/transferring of accounts, electronic funds transfer, bill pay, asset setup, cost basis/market

value updates, gifting, and tax reporting preparation. i. Collaboratively work with Portfolio Managers, family office, philanthropy, and real estate departments to deliver high quality client service. i. Identify and resolve issues which may arise during account administration. i. Ensure compliance and customer satisfaction to the highest standards of the company.

Awards and Honors

Volunteer History

Agency

Nevada Humane Society

From Date

05/01/17

To Date

present

Volunteer Title

Volunteer

Duties

Walk and train dogs periodically, participate in local pet adoption events, and attend classes to gain further knowledge about training dogs. Clerk for medical billing

Schull, Shyanne

From: [REDACTED]
Sent: Tuesday, October 30, 2018 9:06 PM
To: WEBTEAM; Schull, Shyanne
Subject: VOLUNTEER APPLICATION: Animal Services Advisory Board

Application for Animal Services Advisory Board

Additional Information:

Desire to make a difference in my community and caring for animals who are less fortunate. I have extensive experience with large working breeds of dogs as well as small agility breeds. Very knowledgeable with reptiles and cats. Trained Arabian and Quarter horses for 20 years. Also raised chickens, ducks, and sheep.

Personal Information

Salutation
First Name
Gia
Last Name
Aragon
Address 1
[REDACTED]
Address 2
City
Sparks
County
Washoe
State
NV
Zipcode
89436
Main Phone
[REDACTED]
Secondary Phone
Email Address
[REDACTED]
Contact Preference
any
Unsubscribe
☐

Education Background

School Name
Cannon Financial Institute
Graduated
yes
Graduation Year
2018
Course Of Study
Fiduciary Trust Admin
Degree Earned

Certificate

Notes

Course over three years at Pepperdine University for estate planning, investment management, insurance, trust administration, and trust accounting.

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skills, ensuring proper oversight of investment processing activities while providing training/coaching/learning development to staff. i. Manage intraday investment compliance and the production of compliance summaries for Management and client reporting. Develop procedures, processes and systems to support these requirements. i. Responsible for verifying and disseminating portfolio rates of return and other statistical data by generating and maintaining strategy composites according to GIPS Standards. i. Performed Human Resource Management for two separate organizations in Reno and Las Vegas. Manages recruiting, testing, interviews, new hire orientation, and selection of associates. Responsible for all payroll, A/P and A/R processing. i. Counseling managers on candidate selection; conducting and analyzing exit interviews. i. Provides solutions to associate relations issues and meets with managers to regarding policy interpretation and proper procedures recommending changes. i. Design, plan, and implement compensation programs, policies and procedures including benefit preparation and administration; review programs and make suggestions for improvement regularly to ensure a competitive market position; make broker and insurance carrier selections; renew coverage for insurance companies annually. i. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings. i. Investigates accidents and prepares accident reports i. Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

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