

From: Lavey Kindred
Sent: Monday, July 10, 2023 11:17 PM
To: kwood@nyeschools.org
Subject: letter of interest for Nye County School Board Trustee AREA 1

LaVey Kindred
2209 Whitesage Ct.
Tonopah, Nevada
702-743-8363
July 10, 2023

Nye County School District
Attn: BOT Secretary,
484 S. West street
Pahrump, Nevada
89048

Dear Sir/Madam

I understand that you are in the process of searching for an Individual to fill the unexpired term of the Area 1 Trustee. Please accept this as my letter of interest. My desire to be a member on the Board of Education is well documented as I was a candidate in the 2022 election. As a member of the School Board I feel I can help guide the district so every child can have the same experience and success across the state as well as restore stability and trust with district administration , educators support staff, and the public .

I have reviewed the requirements of the open seat and I believe my candidacy is an excellent fit for the position. I have attached my resume and some of the key notes that I have extensive experience with include:

- Leadership and motivation
- Taking the highest level of management decisions
- Communication with staff
- Problem-solving situations
- Excellent written and spoken English and Spanish
- IT skills with a good knowledge of Microsoft packages
- Maintaining an energetic environment in the workspace
- Proven experience monitoring managers inbox and providing daily update
- Solid of understanding of luxury sector
- Trustworthy (dealing with highly confidential information)
- Solution minded
- Support/ result orientated
- Management and Governance
- Pragmatic Personality

Thank you for considering me to become a member of your team, Looking forward to hearing from you soon.

Sincerely,
LaVey Kindred

LAVEY KINDRED

PO Box 695, Tonopah, NV 89049 • laveykindred@gmail.com • (702) 743-8363

WORK EXPERIENCE

Your Beauty Call, Las Vegas, NV

2011 - Present

Founder/Owner

- Founded solo professional makeup/hair service company
- Developed website, client base, online marketing
- Launched services with existing clients and leveraged referral business through them using incentives
- Develop relationships with local (as well as California and Arizona) event planners, professional photographers and influencers in the area to generate new business
- Manage bookings, payments, purchasing and customer follow up
- Utilize social media to promote services (Client photos, reviews)
- Maintain relationships with high value clients (Celebrities, corporate clients) to ensure future bookings
- Facilitate communication between various cross-functional teams to ensure alignment and clarity through reports and spreadsheets as requested
- Schedule appointments, assign appointments to technicians and relay appointment details to technicians
- Annual sales average \$150,000.00

Canyon Ranch Spa Club, Las Vegas, NV

2001 - Present

Makeup Artist

- Provide professional makeup services to all clients (Celebrities, company executives, guests, etc.)
- Consulted with each client prior to makeup application (Confirming their desired look, colors, scope of work)
- Communicated during makeup application to make client comfortable and ensure a positive experience
- Sold company products to clients to achieve sales quota
- Confirmed client satisfaction upon completion, making any adjustments when necessary
- Developed product line by bringing in a new vendor (Makeup, skincare, lashes, etc.) and secured a \$150,000.00 buy in

Customer Service Representative

2001 - 2002

- Greeted, checked in, and instructed guests about facilities
- Booked client appointments using "Spa Soft" and "Rio" software
- Checked guests out after their services
 - Ensured client satisfaction and resolved any issues for optimum guest experience

Nye County, Tonopah, NV

October 2022 - April 2023

Community Health Support Specialist

- Established and maintained complex filing system, monthly reports and patient records
- Maintained appointment schedules
- Screened and referred callers; relayed complex and important instructions and messages
- Tracked deadlines and multi-task requirements
- Provided detailed responses to information requests about programs and activities
- Prepared and composed correspondence including administrative and public reports for reproduction and distribution
- Monitored vaccine storage to ensure proper refrigerator and freezer temperatures; maintained inventory and records in Vaccine Registry
- Coordinated clinics and activities in and with surrounding communities, County departments and outside agencies for flu shot clinics and shots for tots
- Prepared, submitted and maintained accounts payable records, account receivables, purchase orders, vendor claims, cash receipts, deposits, travel expenses, contracts and ledger sheets
- Prepared billings to include but not limited to Medicaid, Medicare, Senior Dimensions, Nevada Check-Up, Women's Health Connection and OSHA; in addition to submitting to State office for billing
- Attended meetings, conference and conference calls in accordance with established practices and procedures
- Planned and maintained an adequate supply of office materials and supplies
- Performed a variety of special projects and assignments related to the duties and responsibilities of the class

Color – A Salon by Michael Boychuck (Caesars Palace Resort & Casino), Las Vegas, NV

Lead Makeup Artist

2008 - 2011

- Additional responsibilities of promotion included:
 - Inventory management, purchasing, training and mentoring new makeup artists
 - Lead contact for vendors

Makeup Development Manager

2006 - 2011

- Worked directly with owner, senior management and design team to open Salon
- Researched, consulted, proposed all products to bring in
 - Ensured quality and negotiated pricing
- Developed, Merchandised and educated staff on features & benefits of all products
- Continued to evaluate and change product lines based on customer input, trends and new services

Makeup Artist

2006 - 2007

- Worked with guests prior to opening
- Provided professional makeup services to all clients (Celebrities, company executives, guests, etc.)
- Consulted with each client prior to makeup application (Confirming their desired look, colors, scope of work)
- Communicated during makeup application to make client comfortable and ensure a positive experience
- Sold company products to clients to achieve sales quota
- Confirmed client satisfaction upon completion, making any adjustments when necessary

EDUCATION

Academy of Hair Design, Las Vegas, NV

May 2002

- *Esthetician License*

SKILLS

- Adobe, Eden, Microsoft Access, Excel, Outlook, PowerPoint & Word