

Dear Nye County School District Board of Trustee,

I hope this letter finds you well. My name is Lindsey Ellis and I am writing to express my strong interest in becoming a Board of Trustees Member of the Nye County School District for Area II. I am extremely excited about the opportunity to contribute my skills, experience, and passion for education to an institution that plays such a crucial role in shaping the lives of our students.

Having closely followed the progress and achievements of the Nye County School District, I am inspired by its commitment to academic excellence and student success. I firmly believe that education is the key to unlocking a brighter future for our youth, and I am eager to contribute my skills and experiences to further enhance the educational landscape in Nye County.

By serving as a Trustee Board Member, I will not only bring my passion for education but also the perspective as a parent. I understand the challenges and concerns that parents may face, and I believe that my involvement as a board member would allow me to effectively advocate for the best interests of both the students and their families. As a parent of 2 children who are currently enrolled in the Nye County education system, I am deeply invested in their educational journey. I have had the privilege of seeing the positive impact that dedicated educators, supportive administrators, and committed board members can have on the overall development and well-being of our students. It is this firsthand experience that has fueled my desire to actively contribute to the mission and vision of the Nye County School District.

Furthermore, with a background in being a youth leader in my church community and also serving on the Pahrump Valley Little League Board of Directors, I am confident in my ability to make a positive impact as a trustee. Throughout my career in youth centered organizations, I have honed my skills in leadership, communication, and problem-solving, which I believe are essential in effectively advocating for the needs of students, parents, and educators.

In conclusion, I am genuinely excited about the possibility of serving in this role and contributing to the ongoing success of the district. I am excited about the possibility of contributing to the ongoing success of our schools. I am prepared to invest my time, energy, and expertise to help shape the future of education in our community. Thank you for considering my application.

I look forward to the opportunity. Please do not hesitate to contact me at 248-787-2725 or lindseyellis01@gmail.com.

Thank you for your time and consideration.

Sincerely,
Lindsey Ellis

A handwritten signature in cursive script, reading "Lindsey Ellis". The signature is fluid and elegant, with the first name "Lindsey" written in a larger, more prominent script than the last name "Ellis".

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Lindsey Ellis

Professional Summary

Highly motivated individual with passion for helping others. Experienced leading projects and working with diverse range of people. Possesses excellent interpersonal and communication skills and is always eager to learn and grow.

Work History

The Ridge Realty Group - Licensed Realtor- S.0181286. LLC

3190 S. Hwy 160 Ste F, Pahrump, NV 89048

04/2021 - Current

- Managed contracts, negotiations, and all aspects of sales to finalize purchases and exceed customer expectations.
- Promoted sales of properties through advertisements, open houses and online advertising platforms.
- Liaised between buyers and sellers to establish favorable prices and negotiate contract terms.
- Coordinated appointments with buyers, sellers and other realtors to show buyers and tenants prospective homes.
- Attended meetings, take notes and track action items.

Ream Drilling LLC - Administrative Office Manager

6690 N Gahn, Pahrump, NV 89060

02/2022 - Current

- Developed and implemented policies and procedures and scaled for growth.
- Completed bi-weekly payroll for 6 employees.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
- Created document management system to reduce paper usage and improve accuracy of tracking.

Keller Williams Realty-The Marketplace - Licensed Realtor, S.0181286.LLC

2230 Corporate Cir #250, Henderson, NV 89074

03/2017 - 04/2021

- Developed and implemented strategic marketing plans to increase potential for selling properties and generate more leads.
- Liaised between buyers and sellers to provide positive experiences for both parties.
- Reviewed market research data and changed sales plans accordingly.
- Negotiated, facilitated, and managed real estate transactions.

✉ lindseyellis01@gmail.com

☎ 248-787-2725

📍 300 E. Harris Farm Rd, Pahrump, NV 89060

Skills

- Leadership and People Development
- Mission and Vision
- Team Support
- Public Relations
- Department Development
- Administrative Support
- Articulate Communication
- Board of Directors Support
- Organizational Leadership
- Approachable and Outgoing

Education

03/2017

Key Realty School

3320 E. Flamingo Rd, Las Vegas, NV 89121

Real Estate License: S.0181286. LLC

11/2010

Ross Medical Education Center

Brighton, MI

Medical Assistant Certification: Medical Assistant

05/2008

Shadow Ridge High School

Las Vegas, NV

High School Diploma

**DaLea Ellis, Keller Williams Real Estate Agent - Transaction
Coordinator**

2230 Corporate Cir, Henderson, NV 89074

06/2015 - 10/2019

- Provided general administrative support including scheduling meetings, making travel arrangements and managing documentation.
- Improved office operations by automating client correspondence, record tracking and data communications.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Used discretion when handling confidential information.

Affiliations

Pahrump Valley Little League Board Member 2021-Current

Church Youth Leader 2010-Current

Las Vegas Realtors Association 2017-Current

Boy Scouts of America 2017-2019

To whom it may concern,

I am writing this reference letter to highly recommend Lindsey for any employment opportunity that may arise. I have had the pleasure of working with Lindsey now for several years and can confidently attest to her exceptional skills, dedication, and professionalism.

Throughout our time working together, Lindsey has consistently displayed an impressive work ethic and a strong commitment to achieving excellence in everything she does. She possesses a remarkable ability to tackle challenges head-on and find innovative solutions, making her a valuable asset to any team.

One of the greatest qualities that sets Lindsey apart is her outstanding ability to communicate effectively. She has a natural talent for fostering positive relationships with colleagues, clients, and stakeholders, which has resulted in successful collaborations and increased productivity.

Lindsey is an incredibly knowledgeable individual who consistently stays up-to-date work advancements. She is always eager to expand her skill set and has a genuine passion for learning. Her intellectual curiosity drives her to constantly seek new opportunities for professional growth, making her a valuable resource to our organization.

Furthermore, Lindsey consistently demonstrates exceptional leadership abilities. She has a natural talent for motivating and inspiring others, helping to cultivate a positive and productive team dynamic. Her ability to mentor and guide colleagues has been pivotal in the success of numerous projects, showcasing her ability to think strategically and inspire those around her.

Lindsey is a reliable and trustworthy individual who consistently goes above and beyond expectations. She has the innate ability to handle high-pressure situations with composure, making her an invaluable asset during critical times.

In conclusion, I wholeheartedly recommend Lindsey for any employment opportunity she may pursue. Her exceptional skills, professionalism, and dedication make her a standout candidate in any field.

Please feel free to reach out to me if you have any further questions or require additional information regarding Lindsey's qualifications.

Sincerely,



Ernie Jackson III, Owner
REAM Drilling
775-751-9355

