



Application for the Asian-American Pacific Islanders Community Commission

(Note: This document and accompanying materials become public record once it is received by Clark County.)

The Clark County Asian-American Pacific Islanders Community Commission was created to provide representation to the various Asian-American Pacific Islanders communities within Clark County, whose purpose is to research and describe the history of the communities, as well as, identify the social and economic needs specific to these multiple communities and the Clark County Asian-American Pacific Islanders community in general. The Commission will have the ability to accept donations as authorized by the Board of County Commissioners to meet research needs, host a resource conference, and conduct a feasibility study regarding the development of a cultural center. The commission shall meet monthly and is to report the findings and recommendations of the commission in a detailed report to the Board of County Commissioners. The term for the position begins July 1, 2019, and will end June 30, 2021.

Application Overview:

If you are interested in applying for a position on the Asian-American Pacific Islanders Community Commission, please complete and sign the application below. If you have any questions related to the Asian-American Pacific Islanders Community Commission please email: AdministrativeServices@ClarkCountyNV.gov.

Full Name (First, Middle Initial, Last):

Divya Narala

Home Street Address:

9728 Bear Trap Ct

Home Address City/State/Zip Code:

Las Vegas, NV, 89178

Mailing Address:

9728 Bear Trap Ct

Mailing Address City/State/Zip Code:

Las Vegas, NV, 89178

Employer:

Biden For President

Occupation:

Nevada Political Director

Email Address:

divyanarala@yahoo.com

Cell Phone:

775-291-8891

Best Daytime Contact Phone:

Anytime

Skills: Please provide a brief description of your qualifications; include any special research skills, interests, experience, or training which you possess or have completed that would benefit the work of the Commission. If you need additional space, please attach an additional sheet of paper.

My skills include: forming partnerships with community stakeholders, grant writing, func

Experience: Please provide your involvement in the Clark County Asian American Pacific Islanders community and roles you have had in relevant organizations.

I have been part of the Clark County community for over 10 years of my life. As part of

A resume and letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of Clark County and that all the information contained in this application and supporting documentation is true and accurate to the best of my knowledge.



8/8/2019



Signature

Date

Hand Deliver Application to:

**Clark County Department of Administrative Services
6th Floor
500 S. Grand Central Parkway
Las Vegas, NV 89155**

Mail Application to:

**Clark County Department of Administrative Services
6th Floor
Attn: Agenda Coordinator
P.O. Box 551712
Las Vegas, NV 89155-1712**

Fax Application to:

(702) 455-3558

Email Scanned Copy to:

AdministrativeServices@ClarkCountyNV.gov

Letter of Interest

August 8, 2019

Dear Sir/Madam,

I am very much interested in being part of the Clark County Asian American Pacific Islander (AAPI) Commission. I have extensive experience working in high profile, fast-paced environments and I strongly believe I am a great candidate of this position. As a member of the Las Vegas AAPI community, I feel strongly about making sure our voice is represented at all levels of government. I naturally enjoy giving back to my larger community by way of volunteering with local organizations, hosting fundraising events to support individuals, families and organizations, and promoting civic engagement activities. I really want to focus my attention on making sure the AAPI community has various creative and culturally competent platforms to participate, with a special emphasis on soliciting excitement from our youth. Most recently I was working for a New York based non-profit called South Asian Council for Social Services as the Development Office and Program Manager to ensure the South Asians have adequate access to affordable healthcare options, culturally palatable food items for low-income families, ESL classes, promoting civic engagement activities, and all other activities that required me to intensively interact with the AAPI community. I want to bring my experience to Clark County to build consensus amongst the diverse APPI community.

Given the opportunity, I am confident I can be a valuable member of the commission.

Attached is my resume for your review. Thank you in advance for your time and consideration.

Regards,

Divya Narala

775-291-8891



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FLUSHING, NY, 11355

PHONE: 775-291-8891

EMAIL: DIVYANARALA@YAHOO.COM

OBJECTIVE

To utilize my skills and experience in order to coordinate and manage large-scale operations that serve the ultimate public good.

HIGHLIGHTS

- **Community Connections:** Cultivated strong working and personal relationships with key political, non-profit and media figures across Nevada.
- Worked closely with both elected and community leaders to build consensus on a variety of community-wide issues.
- **Project Homeless Connect:** Coordinated the efforts of over 300 service providers and 600 volunteers for an annual homeless services event.
- **Homeless Census Count:** Recruited and managed over 400 volunteers and service providers across Nevada to carry out all essential functions of the Homeless Census Count.
- **Program Management:**

EXPERIENCE

DEVELOPMENT OFFICER AND PROGRAM MANAGER • SOUTH ASIAN COUNCIL FOR SOCIAL SERVICES • MAY 2018 – PRESENT

- Researched and identified new grant opportunities. Generated grant proposals in response to solicitations from government agencies, corporations, foundations, private funders and other community agencies.
- Developed and implemented plans for donor solicitations, fundraising campaigns, planned giving, and special events.
- Managed a \$700,000 high profile multi-agency grant and oversaw 15 program staff.
- Created comprehensive reports, presentations, outreach materials, and case management documents. Facilitated team meetings, conducted monthly site visits to partner agencies, managed project financials, and kept impeccable and up to date records.
- Developed program scope, deliverables, work plan, budget, policies and procedures, reporting and monitoring metrics, data tracking mechanisms, program implementation plans, outreach strategies, and oversaw all operational duties to ensure overall programmatic success.

OUTREACH COORDINATOR • UNITED CITIZENS FOUNDATION • SEPTEMBER 2017 – APRIL 2018

- Developed outreach materials and implemented a strategic outreach plan.
- Cultivated and strengthen relationships between agency and community partners.
- Identified and secured new partner sites to deliver mental health counseling services to high-school aged youth.
- Successfully solicited funding from government agencies, private donors and other community-based organizations.
- Maintained a calendar of outreach activities, attended relevant community events, meetings, and workshops.

ASSEMBLY EDUCATION COMMITTEE MANAGER AND PERSONAL ATTACHE TO CHAIRMAN TYRONE THOMPSON • NEVADA STATE LEGISLATURE, ASSEMBLY • JANUARY 2017 – JUNE 2017

- Oversaw all operations and work flow for the Assembly Committee



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high profile multi-agency grant and oversaw 15 program staff.

- Arranged meeting logistics, created agendas, coordinated receipt of presentations, testimonies, exhibits and other supporting materials, produced detailed reports on committee operations, and closely monitored committee legislation.
- Supervised Committee Secretaries, Committee Assistants, student interns and volunteers.
- Played an integral role in policy development by assisting Chairman Tyrone Thompson with reviewing bills and researching vital information related to proposed legislation, monitoring the Assemblyman's bills within the legislative process, drafting presentations, coordinating public testimony, drafting speaking points and data sheets, and soliciting feedback from community members.
- Managed all communications with the public (constituents, lobbyists, office guests, media, dignitaries and other elected officials) in a politically knowledgeable and sensitive manner by responding to incoming calls, emails, sending out regular newsletters, thank you notes, and other correspondence to communicate with community members.
- Scheduled all the Assemblyman's appointments and maintained his calendar, committee meetings, team meetings, and other events.
- Coordinated all aspects of various legislative days, events and other functions both within the legislature and within the Assemblyman's district. Worked closely with both elected and community leaders to build consensus on a variety of community-wide issues.

OWNER AND GENERAL MANAGER • S.S. SMOKE AND LIQUOR • JANUARY 2016 – JANUARY 2019

- Supervised, trained and developed team members in accordance with store policies and procedures
- Managed all aspects of the business such as tracking inventory, ordering and purchasing merchandise, coordinating product delivery and stocking, handling cash and credit card transactions, hiring and payroll, and sales data analysis
- Handled online marketing and found innovative ways to increase sales through display presentation and promotional pricing

PERSONAL SECRETARY TO ASSEMBLYMAN TYRONE THOMPSON • NEVADA STATE LEGISLATURE, ASSEMBLY • JANUARY 2015 – JUNE 2015

- Provided clerical and administrative support for Assemblyman Thompson during the 78th Nevada Legislative Session
- Served as the first point of contact between the assemblyman and

- Represented the assemblyman's interests at various public events, social gatherings, and stakeholders' meetings.
- Closely monitored legislative priorities for the assemblyman.
- Maintained accurate records, prepared presentations, arranged logistics and provided crucial legislative support for the assemblyman.
- Assisted the Assemblyman with coordinating large-scale events, advocacy efforts and legislative days at the legislature and within his district.

INTENSIVE CASE MANAGER • HELP OF SOUTHERN NEVADA • JANUARY 2015 – JUNE 2015

- Assisted and managed over 35 chronically homeless individuals with high needs. Assessed the needs of clients and provided linkage to community-based service providers and monitored their progress of becoming self-sufficient individuals.
- Participated in intensive outreach efforts to connect the hard-to-reach homeless individuals who resided within the tunnels or outlying areas of the Vegas valley with critical resources.
- In collaboration with clients, developed, implemented and documented individualized case management plans to address the unique needs of each client.
- Conducted regular home visits, transported clients to medical and mental health appointments, assisted with getting entitlements and public benefits, monitored client adherence to program rules and regulations, facilitated reunification with family members, assisted with job searches, and advocated on behalf of clients.

PROGRAM ASSISTANT • CLARK COUNTY SOCIAL SERVICES, REGIONAL INITIATIVES OFFICE • JANUARY 2013 – JULY 2013; APRIL 2014- JANUARY 2015

- In conjunction with community stakeholders, developed community-wide strategies to tackle homelessness in the Las Vegas valley.
- Coordinated monthly training sessions for case managers, social workers and community members.
- As an active member of the leadership team of Nevada states' largest homeless services collaborative event, helped coordinate Project Homeless Connect for 3 consecutive years. As co-coordinator, I worked to bring together over 300 service providers (nonprofits, public, private and governmental organizations), 600 volunteers to serve over 4000 homeless clients in a single day.
- Co-coordinated the annual Homeless Census Count for the state of Nevada. Recruited and managed over 400 volunteers, service



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- providers, governmental agency personnel to carry out all essential functions of the multi-day Homeless Census Count across the state.
- Assisted with coordinating other community events such as Family Connect, along with other small-scale events.
 - Conducted extensive research on national best-practice models and facilitated conversations around the implementation at the local level.

EDUCATION

BACHELOR OF SCIENCE-BIOLOGY • DECEMBER 2011 • UNIVERSITY OF NEVADA, RENO

- As a Lab Technician, I assisted with the study of a rare butterfly species
- Published in the Journal of Ecology (“Specificity, Rank Preference and the Colonization of a Non-native Host Plant by the Melissa Blue Butterfly”)
- As a Teacher’s Assistant, I supported the head of the Biology department with instructional responsibilities

IMB DATA SCIENCE PROFESSIONAL CERTIFICATE • IN PROGRESS

Provides latest job-ready skills and techniques covering a wide array of data science topics including open source tools and libraries, methodologies, Python, databases, SQL, data visualization, data analysis, and machine learning.

REFERENCES

1. **Asha Jones**- Chief of Staff to Congressman Steven Horsford, 702-576-7413
2. **William Horne**- Attorney and Counselor of Law, The Law Office of William C. Horne, LLC, 702-596-7716, william@hornelawfirm.com
3. **Stacy Sutton-Pollard**- Regional Director, Family Promise, 971-506-3724