

Application Form**Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

Profile

Sandra

First Name

O.

Middle Initial

Masters

Last Name

sandymasters@sbcglobal.net

Email Address

480 Pan Zareta Court

Home Address

480 Pan Zareta Court

Suite or Apt

Reno

City

NV

State

89521

Postal Code

What ward do you live in? * Ward 2

Mobile: (775) 530-3228

Primary Phone

Reno

How long have you been a resident of the City of Reno?

Are you over 18 years of age? Yes No**Are you currently registered to vote in the City of Reno? *** Yes

State of Nevada

Employer

Vice Chair - Employee
Management Relations Board

Job Title

Which Boards would you like to apply for?

Access Advisory Committee: Submitted

Building Enterprise Fund Advisory Committee: Submitted

Charter Committee: Submitted

Community Engagement Committee of the Arts and Culture Commission: Submitted

Financial Advisory Board: Submitted

Civil Service Commission: Submitted

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes No

If yes, please list conviction dates and nature:

Interests & Experiences

Education or training relevant to the board or commission to which you are applying:

Have a Masters degree in Business - and have also acquired an insurance license in the last four years. Have taken writing courses on line within the last 6 years and have served on the EMRB board for the last 8 years and am presently the Vice Chair on that board. Still hold a real estate license which I will renew this year . Have been involved in community activities and various political experience for the last 20 years in Nevada. Am a fair and reasonable person and would like to bring my expertise in problem solving to assist in the council matters.

Explain briefly why you would like to be appointed to this board or commission.

My family lives here and I have been a concerned citizen for many years. Reno is a very vibrant and upcoming community , just as silicon valley in California was when I was there for 28 years and helped build my husband and son's computer companies -- my background is business - both in construction and retail as well as expertise I have acquired while serving on the Employee Management Relations Board in Nevada for the last 8 years . Also I have started and still am President of a service club which I founded 14 years ago and, am a member of the Elks club in Reno as well .

[Sandra Masters Resume.FINAL__1_.docx](#)

Upload a Resume

Demographics

This section is optional and your responses will not be utilized for appointment. The following information helps track our recruitment and diversity efforts.

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

01/06/1936

Date of Birth

Open Meeting Law Waiver

WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

I Agree

Acknowledgement

Please Agree with the Following Statement

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

I Agree

SANDRA MASTERS
18124 Wedge Parkway, #1005 ♦ Reno, NV, 89511
sandymasters@sbcglobal.net ♦ 775.530.3228

Solutions-driven board member/entrepreneur skilled in executive management with valuable administrative and budgeting skills and strong communication/interpersonal talents.

KEY QUALIFICATIONS

- Proven negotiator with excellent mediation/arbitration skills
- Adept in managing complex, fast-paced operations; able to guide multifaceted projects to targeted objectives under strict deadlines & budgetary constraints.
- Exceptionally organized in meeting and travel calendars; managing client correspondence and company files; overseeing smooth/efficient office operations.
- Solid success as event planner coordinating local and statewide events for various charitable organizations, as well as, client and corporate functions.

EXPERIENCE

Referral Agent with Coldwell Banker Real Estate – 2016 to present

Realtor with Pro-active Real Estate – 2014 to 2016

Employee Management Relations Board, Reno, NV

Governor Appointed Board Member - 2009 to present

- Appointed by Governor Brian Sandoval to two consecutive terms
- Review & hear grievances by city and state employees with fellow board members; decide binding judgments
- Travel to Las Vegas, Elko, or Carson City to hear cases; three days a month
- Present term ends 2017

Bankers Life & Casualty, Reno, NV

Licensed Insurance Sales Agent, 2013 to 2015

- Provide long term care information & policies to senior citizens

IVGID Planning Commission, Incline Village, NV

Advisory Board to Planning Commissioner, 1996 to 1998

- Advised on city planning and related matters

Allstate Real Estate, San Jose, CA

Licensed Residential Realtor, 1980 to 1998

- Sold 71 houses first year licensed (1980)
- Sold 75 houses second year licensed (1981)
- Received multiple real estate sales awards for distinguished career achievements in sales and client service

Holiday Magic Cosmetics, San Jose, CA

Distributor, 1970-1972

- #1 distributor in nation supervising 102 distributors

Sylvania – San Jose, CA

Senior Secretary, 1961-1969

- General administrative duties – phones, filing, office management

SANDRA MASTERS resume page 2

ENTREPRENEUR VENTURES

- Investor**, Universal Cleanaire – Reno, NV 2006
- Investor**, Charsan Properties – Reno, NV 2007 to present
- Remodeled turn of century residential home in Los Angeles & sold home in 2008
 - Purchased & managed rental property in Tubac, AZ 2005 to present
- Investor**, Advanced Navigation & Positioning Corp. - Hood River, OR 2003 to present
- Executive Producer**, Lip Service, Firefly in the Night, LLC - Los Angeles, CA 2000
- Financed \$2 million dollar independent film
 - Oversaw sale & global distribution of film upon completion
- Vice President**, Masters & Masters, Inc. - San Jose, CA 1975 to 1990
- Evaluated & invested in start up companies
 - MaxStrat Computers 1990 to 2000
 - Developed & sold company to Sun Microsystems
 - Creston Oak Arabian horses 1984 to 1990
 - Bred, sold, & showed Arabians internationally
 - Zankich Construction, Inc. 1983 to 1990
 - Designed custom residential homes w/ contractor & obtained permits; built & sold 82 homes successfully
 - DeAnza Systems Computer Company 1975 to 1982
 - Developed & sold company to Gould Computers

EDUCATION

- Masters in Business**, Walsingham University – Williamsburg, VA 2010
- Business & Psychology Studies**, Foothill College – Los Altos, CA 1970 -1974
- Bachelor of Arts, Business** - Burdett College – Boston, MA 1956
- Graduated Cum Laude

LICENSES & ASSOCIATIONS

- Licensed Insurance Agent, State of Nevada – Reno, NV 2013 to present
- HOA Board Member, Curti Ranch - Reno, NV 2013
- Member, The Hayek Group - Reno, NV 2010 to present
- Board Member, Desert Research Institute – Reno, NV 2006 to 2012
- Member, Sierra Angels Investment Group - Incline Village, NV 2004 – 2014
- Member, International Wine and Food Society - Incline Village, NV 2004 to present
- Member, Nevada Museum of Art - Reno, NV 2001 to present
- Licensed Realtor, State of Nevada - Reno, NV 1993 to present

TECHNICAL PROFICIENCIES

Computer literate ♦ Internet & social media savvy

References upon request.