

# Frank Perez

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## EDUCATION

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*BA, University of Nevada Reno (2016)* Reno, Nevada  
Major: Political Science  
Minor: Asian Studies

*AA, Western Nevada College (2013)* Carson City, Nevada  
Major: General Studies

## PROFESSIONAL EXPERIENCE

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FRP Consulting LLC Reno, Nevada  
*Manager* 06/19 – Present

- Manage small consulting business which focuses on digital content and advertisement
- Create marketing campaigns for businesses, non-profits, and political campaigns

City of Reno Reno, Nevada  
*Code Enforcement Officer* 06/19 – Present

- Enforce the City of Reno’s municipal codes and local ordinances
- Maintain a variety of databases, log accurate information based on cases, issue written correspondence

Nevada State Legislature *80th Session* Las Vegas, Nevada  
*Personal Secretary* 01/19 - 06/19

- Composed memorandums and reports to assemblyperson regarding the progression of legislative priorities
- Served as the liaison between Assemblyperson and State of Nevada agencies to create public policy

WP Consulting LLC Reno, Nevada  
*Manager* 01/18 – 12/18

- Manage small consulting business which focuses on public relations and campaign management
- Create and manage content and advertisements for political clients

City of Reno Reno, Nevada  
*Program Coordinator* 07/17 – 06/19

- Managed Neighborhood Renewal Program, work with stakeholders to rebuild blighted homes
- Oversee a budget of two hundred and seventy five thousand dollars, coordinate the intake of applications, and manage each project

Nevada State Legislature *79th Session* Las Vegas, Nevada  
*Attaché* 01/17 - 06/17

- Managed schedule and set deadlines for legislative bill for Government Affairs Chairman Edgar Flores
- Serve as representative when interacting with different lobbyists, on priority bills

Washoe County School District Reno, Nevada  
*Teaching Assistant* 04/15-06/16

- Aided students in grades K-6 on all subject matter within a Title 1 (low income) school
- Taught students life skills with a focus on positive educational goal attainment

Nevada Health Link – KPS3 Marketing Reno, Nevada  
*Assistant Manager* 11/14 – 04/15

- Assisted clients in obtaining health insurance in accordance to the Affordable Health Care Act
- Trained and supervised six employees on intake of consumers to make appropriate program referrals

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## COMMUNITY SERVICE

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<u>Community Health Alliance</u> <i>Board of Directors</i>	08/18- Present	<u>WNC - President Search Committee</u> <i>Committee Member</i>	10/17- 06-18
<ul style="list-style-type: none"><li>Review and approve a twenty-four million dollar budget of one of the largest health non-profits in northern Nevada</li><li>Oversees executive director on strategic plan for CHA</li></ul>		<ul style="list-style-type: none"><li>Committee member on advisory board to select new President for Western Nevada College</li><li>Provide feedback on short list of candidates to the hiring committee</li></ul>	
<u>Washoe County School District</u> <i>Chairman School Naming Committee</i>	06/17-Present	<u>NAACP Ready Set Read Program</u> <i>Coordinator</i>	02/14-11/14
<ul style="list-style-type: none"><li>Chair committee on selecting names for new schools being built in Washoe County</li><li>Provide feedback to board from community members to the committee on name proposals and selections</li></ul>		<ul style="list-style-type: none"><li>Created a reading program for youth in grades K-5 at local school</li><li>Increased literacy proficiency among students in grades K-5</li></ul>	

## AWARDS

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- 2016, Rite of Passage Scholarship Award (\$7000)
- 2015, Outstanding Service Award  
Phi Beta Sigma Fraternity Incorporated
- 2014, Youth Advocacy Award  
National Association of Advancement of Colored People (NAACP)