

July 25, 2023

Via e-mail: dpeterson@visitcarsoncity.com

Nevada Commission for the Reconstruction of the V&T Railway
c/o David Peterson, Chair
716 N. Carson Street, Suite 100
Carson City, NV 89701

Re: Executive Assistant – V&T Railway

Dear Mr. Peterson:

My name is Wendy Thulander. I received notice of the above referenced position you have advertised on the Careers Page for Carson City. I clearly understand the scope of work.

I am interested in the position of Executive Assistant – V&T Railway and have attached my Resume' and requested References for consideration.

I am relocating to Carson City for a more central location to be close to family and friends. I am originally from CA. I lived and worked in South Lake Tahoe and love Carson City.

Upon reviewing my Resume' you will see I have over 20 years of experience working in civil and criminal law.

I have also held the position as the Executive Assistant to the Big Horn County Commissioners, as well as the District Clerk for the Meeteetse Conservation District.

While I was living in CA, I was involved with the Santa Rosa Ballet School and Company (aka Santa Rosa Dance Theater). I became a Board Member and also held the position of President of the Board. We not only ran a school for ballet training, but also offered a Dance Company and presented to the public annually a Nutcracker performance for approximately 7 days, with two performances per day. Since we were a non-profit organization, we requested grants, donations, and raised funds from businesses. It cost approximately \$80k to put the performance on at that time.

I have also been a Board Member with Meeteetse Visitor Center and Worland Ten Sleep Chamber of Commerce (Visitor Center).

I have all the qualifications and experience you are looking for referenced in the following areas listed in the posting:

- ADMINISTRATIVE SUPPORT
 - COMMISSION MEETINGS
- CLERICAL ACCOUNTING DUTIES
- COMMISSION LIAISON WITH CONTRACTORS

Thank you for your time and consideration.

Sincerely,

Wendy Thulander
(307) 388-2097