

VERISE V. CAMPBELL

Proactive Executive experienced in providing management and leadership within large scale operations. Diverse professional background includes extensive experience and accomplishments as high level administrator and operational director. Strong organizational and analytical skills, people management skills and experience providing fiscal management.

- Strong leadership skills and team player; able to develop productive relationships with peers, senior executives and individuals at all levels.
- Well-organized problem solver who enjoys challenges and “thrives” in a people environment.
- Fast paced learner with ability to get the job done quickly, effectively, and efficiently.
- Skilled in coordinating, planning, and prioritizing multiple activities within complex operations.

PROFESSIONAL EXPERIENCE

NEVADA SUPREME COURT

ADMINISTRATIVE OFFICE OF THE COURTS, Las Vegas, Nevada

7/09-Present

Deputy Director

- Lead the development, implementation and operation of the State of Nevada Foreclosure Mediation Program from inception. Created a Total Quality Management (TQM) and continuous improvement operation that can be duplicated and readily adapted. Manage program offices in Las Vegas and Carson City, Nevada. Built strong rapport with stakeholders in short order on the local, state and federal levels, including members of all three branches of government as well as homeowner and lender representatives and members of the public. Invited to the White House by Vice President Joe Biden in 2010 to share best practices of Nevada’s Foreclosure Mediation Program; recognized by the United States Department of Justice as a “Best Practice” program in 2011. To date four subsequent Foreclosure Mediation Programs are modeled after the Nevada Foreclosure Mediation Program (Washington, DC, Washington State, Hawaii and Oregon). Handle all day-to-day operations including staffing; establishing and accomplishing long and short term goals and objectives; production and analysis of statistical data; establishing policies and procedures; office space build-outs; technology development, implementation and enhancement; budgeting; and contract negotiations and administration. Chairman of the State of Nevada Foreclosure Mediation Program Advisory Committee; works closely with the Supreme Court Justices and District Court Judges, as well as other key court personnel. Works in partnership with other agencies such as the State Attorney General’s office; Foreclosure Fraud Prevention Taskforce; Housing and Urban Development (HUD); and United Trustee Association. Managed up to 24 full time and temporary staff at a time. Managed 250 mediators. Local and national public speaker.

NEW COTAI HOLDINGS, LLC, Las Vegas, Nevada

6/06-7/09

Administrator

- Administrator of a complex global company. The main project was a large scale development (Casino/hotel/retail, entertainment) in China (Macau), which included the creation of and maintenance of the company network, with hubs in Macau, China, Boston, New York and Las Vegas, Nevada. Duties consisted of overseeing all day to day functions, and a complete office build-out (from shell), payroll, telecommunications and information technology, finance and budgeting, contract negotiations, legal matters, staffing, policies and procedures, and high level fiduciary duties. Responsible for handling complex and confidential matters; and served as the company public and governmental liaison for local, state federal officials. Reported directly to the Chief Executive Officer.

3700 ASSOCIATES, LLC d/b/a

THE COSMOPOLITAN RESORT & CASINO, Las Vegas, Nevada

2/04-2/06

Director of Administration

- Coordinated and supervised every aspect of initial day-to-day operations, managed several office space build outs; telecommunications and technology, payroll, accounts payable and accounts receivable functions; staffing; and process and procedures for the first twelve months of operation. Responsible for all corporate administrative functions including information technology and telecommunication; human resources and benefits; policies and procedures; contract negotiation and administration; employee and government relations and cross-coordination of efforts of all departments. Enhanced communications skills often utilized to handle delicate matters which often result in saving the company time, money and resources. Reported directly to the President and Chief Executive Officer.

THE VENETIAN CASINO RESORT, Las Vegas, Nevada

4/00 – 5/04

Assistant to the Assistant to the Chairman of the Board

- Interacted with highest levels of corporate staff to draft and bring to completion acquisition agreements; subcontractor and contractor agreements; leases, and litigation documentation. Worked as an extension of Corporate Counsel and the right-hand person to the chairman of the board, who was an Officer and Director of all corporate entities and related subsidiaries associated with Las Vegas Sands, Inc., parent company of the Venetian. Independently and simultaneously managed short-term and long-term projects requiring strong attention to detail, knowledge of legal procedures and excellent follow-through. Assisted in large-scale litigation. Performed extensive and detailed research regarding potential national and international acquisitions. Handled all subcontractor and contractor administration for legal department. Served as advisor to organization concerning community involvement, corporate citizenship and corporate giving. Demonstrated ability to manage multiple tasks with aggressive deadlines and consistently deliver quality work.

BUENA VISTA MUNICIPAL TOWNSHIP, Buena, New Jersey

5/99-4/00

Deputy Municipal Clerk

- Served as Second in Command in the Township Clerk's Office and performed fiduciary duties such as Secretary to the Governing Body and Custodian of Records. Handled duties pertinent to the operation of a municipality including maintenance of vital statistics records and preparation of minutes. Supervised various staff under the jurisdiction of the Clerk's Office. Issued and executed birth certificates, death certificates, liquor licenses, etc. Served as Local Election Official, Local Alcoholic Beverage Commission Official, and Licensing Official.

ATLANTIC CAPE MAY PRIVATE INDUSTRY COUNCIL, Pleasantville, New Jersey

5/95-4/99

Quasi-governmental workforce intermediary that builds connections between employers, labor, schools, training providers, and public agencies.

Management Specialist

Performed wide range of duties to help organization meet mandatory federal and local government set goals. Demonstrated ability to manage multiple tasks/projects and consistently delivered beyond expectations. Consistently generated innovative ideas that saved time and money, and enhanced the work environment. Oversaw and assisted in the installation and upgrade of computer network systems. Advised organization concerning organizational changes, program planning, budget preparation, grant proposal and submission, personnel management, employee development, public relations, marketing, and research. Served as official liaison between CEO and staff and company representative for Workforce Investment Board One Stop Career and One EaseE Link Computer Systems. Advised and supported President in matters pertaining to management activities. Facilitated accomplishments of the organization by providing, obtaining, and coordinating management services. Reviewed systems and procedures and evaluated administration objectives for effectiveness, costs, and productivity. Served as first line of communication with board members, WIB members and various State and County representatives. Trained 12 Welfare to Work participants with 10 subsequently obtaining full-time employment.

FORMAL EDUCATION

UNIVERSITY OF PHOENIX, Phoenix, Arizona

Master's Degree – Organizational Management, 2005

Bachelor's Degree - Business Management, 2003

CERTIFICATIONS

- Workplace Violence Prevention, 2014
- Effectively Evaluating Employee Performance, Las Vegas, NV, 2/2013
- Harassment Prevention, Las Vegas, NV, 10/12
- Active Shooter, Las Vegas, NV, 10/12
- MCP - Microsoft Certified Professional (NT Server & Workstation 4.0), 2/99
- NT Server/NT Workstation/TCP/IP. Atlantic Training Solutions, Inc., Marmora, NJ, 2/99
- Certified Netware Engineer (CNE). Nettrain, Inc., Cherry Hill, NJ, 12/97
- A+ Certification. Nettrain, Inc., Cherry Hill, NJ, 10/97
- Workers Comp Update. Council on Education in Management, Atlantic City, NJ, 10/97
- Paralegal Certification. National Academy of Paralegal Studies, Egg Harbor Twp, NJ, 6/93
- Entrepreneur Certificate of Training. Entrepreneurial Training Institute, Atlantic City, NJ, 12/92

AFFILIATIONS / COMMUNITY SERVICE

- Licensed Minister – 6 years
- Board Member – Roseman University of Health Sciences – 1 year
- Court Appointed Special Advocate (CASA) – 9 years
- CASA for CASA Network Group Member – 6 years
- Former Board of Directors – Nevada CASA Association – 1 year
- Former CASA Foundation Board Member – Las Vegas – 1 year
- Judicial Volunteer - Former Juvenile Conference Committee Member - Atlantic County – 2 years
- Judicial Volunteer - Former Child Placement Review Board Chairperson - Atlantic County – 3 years
- Former Court Appointed Special Education Surrogate – 1 year
- Former One EaseE Link User Team Member and Project Team Member
- Former Workforce Investment Board (WIB) One Stop Liaison
- Former Youth Director, Children's Choir Director
- Former Girl Scout Leader (Juniors) and Cookie Manager