

Connie Silveira

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## ***Employment***

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### **2019-Present Retired**

In my retirement I have kept busy by doing major remodeling and renovations to 3 houses.

### **1997-2019 Legal Assistant/Office Supervisor**

**NV Energy  
6100 Neil Rd.  
Reno, NV 89511**

Assist In-House and outside counsel in assembling documents for filing w/ no errors or omissions. File documents w/ appropriate agency or court (PUCN, CPUC, FERC or Judicial). Maintain and develop new procedures to provide up-to-date paper and electronic files. Follow-up on dockets/cases as orders are issued and take necessary action i.e. maintain calendars, secure court reporters, and file supporting documents as they become necessary. Utilize Westlaw, Pacer, Lexis, Corporate Records Center and Records Storage to provide information to in-house attorneys, outside attorneys and other company departments for research projects. React promptly to everyday office duties such as expense reports, travel arrangements, timesheets, check requests, order office supplies, maintain office equipment, field or process subpoena requests and customer calls. Supervise and train two Legal Secretaries. Maintain high level of confidentiality at all times.

#### References that can be contacted for information:

Attorney – William Peterson (Morris & Peterson) (775) 829-6000

Former Supervisor – Cheryl Siegel (775) 834-3232

Attorney – Judge Kathleen Drakulich (775) 328-3171

### **1986-1997 Owner, Manager and Estimator**

**Silveira and Sons Inc.  
309 Pine St.  
Reno, NV 89502**

Provided detailed project estimates to customers based on blueprint and on-site review. Supervise and support field crews. Process accounts payables and accounts receivables. Prepare and file all appropriate local, state and federal quarterly and annual reports including payroll taxes and corporate tax returns. Business closed in 1997.

## ***Education and Certifications***

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Paralegal Certification Program, University of Nevada Reno – 1998  
State of Nevada Tile and Marble Sub-Contracting Licenses (Inactive)  
State of Nevada Notary (Active)  
State of Nevada Realtor License (Inactive)  
Proficient in all Microsoft Office programs.