

RECEIVED
CITY CLERK

2006 OCT -5 P 2:04

**City of Las Vegas
Board, Commission, or Committee Interest Form**

Name: MELINDA VERGENHome Street Address: 7021 BOCAIRE DRIVECity: LAS VEGAS ZIP Code: 89131

Work Street Address: _____

City: _____ ZIP Code: _____

Employer: N/A Occupation: PARALEGALHome Phone Number: 256-9455 Work Phone Number: _____Other Phone Number: 343-4496 Email Address: MELINDA.VERGEN@AOL.COM

Please list the boards, commissions, or committees that you are interested in
serving on:

CITIZEN REVIEW BOARDCOMMUNITY DEVELOPMENT RECOMMENDING BOARDCITIZENS PRIORITY ADVISORY COMMITTEEBOARD OF CIVIL SERVICE TRUSTEESANIMAL ADVISORY COMMITTEE

Page 1 of 2

For office use only	
CLV	Y ☒ N ☐
Ward	<u>6</u>
Date	<u>10.5.2006</u>

Please list any boards, commissions, or committees that you serve on, or have served on in the past (Use additional pages, if necessary):

NONE

Please discuss your qualifications to serve on any boards, commissions, or committees (Use additional pages, if necessary):

I AM A LAS VEGAS RESIDENT WHO IS DEDICATED TO THE
DEVELOPMENT OF THE CITY. I AM AN HONEST AND
TRUSTWORTHY CITIZEN WHO WOULD LOVE TO SERVE AS
A BOARD OR COMMITTEE MEMBER. PLEASE SEE MY
RESUME FOR FURTHER QUALIFICATIONS.

Please list any of your relatives or friends that work for the entity in which you would be serving:

NONE

Feel free to attach a resume to this form. Upon submitting this form, all information will be considered public information. This form will be kept on file for 6 months from date of submittal. It is the applicant's responsibility to submit a new form after that time. This form does not constitute an application for employment. Please do not to submit this form electronically. It should be printed, completed and mailed along with a letter and resume.

Please submit to: City Clerk
 City of Las Vegas
 400 Stewart Avenue
 Las Vegas, NV 89101

Fax: (702) 382-4803

**You may be required to be resident of the City of Las Vegas to serve certain boards, committees, or commissions.*

MELINDA A. VEREEN
7021 Bocaire Drive
Las Vegas, NV 89131
(702) 343-4496 or (702) 256-9455

SUMMARY OF QUALIFICATIONS

Experience: 15+ year's paralegal experience.
Skilled in litigation preparation.
Knowledge of Arbitration Rules.
Proficient in discovery procedures.
Knowledge of court filing procedures.
Excellent organizational skills.
Excellent verbal and written communication skills.
Excellent settlement negotiation skills.

Education: University of Phoenix, Las Vegas, NV
Currently pursuing a Bachelors of Science Degree
in Business Law/Public Administration with 72 credits

Aristone's Business School, Maple Shade, NJ
Paralegal Certification

**SPECIAL
TRAINING:** Medical Records Management for Nevada Paralegals
Community Association Law of Paralegals

EMPLOYMENT HIGHLIGHTS

Oct 2004 **Paralegal/Legal Administration**
March 2006 The Law Office of Bruce D. Schupp, Las Vegas, NV
Managing the Litigation Department. Handling all litigation cases from the Summons and Complaint to settlement or trial. Preparing motions, briefs and discovery. Responsible for keeping accurate calendars, scheduling depositions and court Reporters. Preparing disbursement of funds; contacting health care providers for balances, maintaining medical records and billing statements. Meeting with clients. Conversant of all phases of each case's status.

June 2003 Oct 2004	Legal Assistant/Paralegal Cobeaga Tomlinson, Las Vegas, NV Personal Injury and Medical Malpractice Legal Assistant for two attorneys.
Oct 1999 June 2003	Legal Office Assistant II Clark County Justice Court, Las Vegas, NV Provided court dates, case numbers, inmate numbers, charges, department numbers and any information pertaining to the incarceration of an individual, judges and attorneys. Implemented and designed an excel program for the Pretrial Services Department. Provided information to the public, which required the application of court policies, rules and procedures for the Traffic Court Department.
Sept 1998 Oct 1999	Legal Secretary/Office Manager Skinner, Sutton, Watson & Rounds, Las Vegas, NV Legal Secretary to Personal Injury and Insurance Defense Attorney.
June 1988 Sept 1998	Paralegal Attorney General's Office, Trenton, NJ Personal Injury Paralegal in the Tort Litigation Department for four attorneys