

Cindy D. Rivers
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970-590-6037
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Employment Experience

April, 2007 –
October, 2013

Houtchens, Houtchens & Greenfield, LLC, Greeley, CO
Legal Assistant

- Organize all administrative details for two attorneys
- Organize and maintain all paper and electronic pleadings
- Set mediation, hearings, status conferences, and trials with the Court, client and attorney
- Initial contact with all prospective clients
- Set appointments with current and prospective clients
- Prepare all necessary materials for trial
- Track client fees and expenses; prepare monthly billing statements
- All other tasks as needed

March, 2004 -
April, 2007

The Law Firm of Sherry L. Rawlings, Greeley, CO
Legal Assistant

- Prepare initial pleadings for attorney review
- Organize and maintain all paper and electronic pleadings
- Set mediation, hearings, status conferences, and trials with the Court, client and attorney
- Research statutes and case law
- Initial contact with prospective clients
- Set appointments for current and prospective clients
- All other tasks as needed

September 2003 -
May, 2004

Substitute Teacher

- Taught grades K-12 at Platte Valley RE-7 Schools

Outside Interests

Spending time with my family, traveling, reading, and working in our yard/garden

Volunteer/Community Service

Brownie Girl Scout Leader
4-H Project Leader
Treasurer for the Kersey Area Chamber of Commerce
Key member of Kersey Day Planning Committee
Friends of the Library (Kersey Community Library)

References

Dallas Greenfield
Houtchens, Houtchens & Greenfield, LLC
970-353-9195

Sean J. Lacefield
Colorado Public Defenders Office
970-518-9645

Tabi Jaramillo
JBS USA, LLC
970-373-8969