

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

*\*All fields must be completed.\**

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: August 1, 2016

Please mark one:  Bill Request or  Resolution Request

**1. Has your agency submitted this request in the last 12 months?**

Yes  No

If yes, please explain:

**2. Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointments of Gabrielle Bryant and Sheila Kelly to the Denver African American Commission for terms effective immediately and expiring on May 1, 2018 or until a successor is duly appointed.

**3. Requesting Agency:** Mayor's Office

**4. Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** [anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)

**5. Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** [anthony.aragon@denvergov.org](mailto:anthony.aragon@denvergov.org)

**6. General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

**\*\*Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expire on May 1, 2018
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

**7. Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain.**

[Start typing here.]

---

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Gabrielle Bryant**  
720-435-9826  
gabriellebryantnews@gmail.com

### **Professional Summary**

News producer of five years with extensive experience developing creative content focused on Denver-centric topics, local and national politics, hard and soft news and feature stories.

### **Core Qualifications**

- Professional and personable nature needed to further develop and maintain relationships with media, community members and leaders
- Proactive research and development skills of creative and engaging story ideas
- Astute sense of managing and growing ones social media outreach and engagement.
- Excellent writing skills in both formal and non-formal language and style. Video editing when needed.
- Organizational and coordination skills to keep everything on schedule
- Leadership ability needed to work independently or alongside a group

### **Experience**

2010 to present, Colorado Public Television, Producer

- Contact, schedule and prepare guests for weekly television productions.
- Write timely, accurate and engaging news stories
- Build and manage social media presence for multiple shows
- Coordinate and manage a diverse team of producers, crew, editors, etc.
- Ensure the meeting of all deadlines

2013, Freelance Producer/Research Assistant

- Research and present enterprising story ideas and assist with local and national productions (studio, field shoots and documentaries).
- Promoted to associate producer on national documentary on social issues in Rwanda, Uganda and Sudan.
- Researched and organized video content for network television station
- Create content for mass email campaigns. Monitor and report on its effectiveness

### **Education**

Bachelor's Degree in Broadcast Journalism, Metropolitan State University of Denver, 2010

# Sheila M. Kelly

9550 E. Florida Ave. #1018 Denver, Colorado 80247  
Skelly20905@comcast.net  
(303) 246-0383

## Qualifications Summary

Legal administrative supervisor with 12+ years combined legal administrative, paralegal, and leadership experience. Professional experience includes but not limited to, problem-solving and analytical skills, professional communication skills, and strong organizational. Capabilities include:

65WPM 90% accuracy	Customer Service & Relations	SME SharePoint
Docketing/Calendaring	12-years litigation experience	Business & Legal Writing
LexisNexis File & Serve	Westlaw Legal Research	Filing and Data Archiving
Microsoft Office	Riskmaster	e-Discovery/ Legal Holds
Detailed Oriented	Public Speaking	Meridio
Adobe	Training	IT Liaison
Management/Leadership	Organization skills	Teamwork/Team lead

## Education:

B.A. Political Science, Minor Criminal Justice and Criminology; Metropolitan State College of Denver, 2006.

## Experience

### *Management/Supervisor*

- Responsible for supervising up to 10 employees/contract workers;
- Plans, organizes, directs, and coordinates the work of a team of legal support staff, including overseeing quality of work, while maintaining up-to-date practical knowledge of department/corporate policies and procedures.
- Regularly exercise considerable discretion and judgment in the resolution of workflow problems and in the formulation of procedures and policies affecting legal support staff operations;
- Experience in developing and training legal support staff to increase professional development; and evaluates the work performance of legal support staff,
- Experience in employee recruitment and retention.
- Responsible for developing operations processes and procedures for the legal department, including special projects for improving legal operations service delivery framework, and company's strategic call to action models.

### *Senior Paralegal/ Legal Secretary*

- 9-years combined Secretary and Paralegal experience including in-house litigation;

- Experience processing Service of Process, and drafting subpoenas;
- Frequently communicates with clients on all levels;
- Regularly proof, draft, and transcribed confidential legal documents, memos, correspondence, and transactional documents including pleadings and discovery responses
- Paralegal/ Administrative experience in pre and post trial preparations;
- Paralegal/ Administrative experience in filing and serving pleadings and discovery through LexisNexis and ECF;
- Experience working with internal clients and outside counsel in handling document collection in preparation for disclosures;
- Knowledgeable in Colorado Civil Rules and Procedures (Federal/State);
- Proven ability to prioritize multiple projects, organize and coordinate activities, manage time, set and achieve goals, and meet deadlines;
- Familiar with legal hold processes, data collection and document preservation;
- Organization and maintenance client files, including opening and closing matters and maintaining large document production;
- Handled paralegal and administrative tasks in various jurisdictions including County, State, Federal, Tenth Circuit, and Supreme Courts;
- Knowledgeable in Xcel Energy's General Counsel processes, legal software and applications.
- Subject matter expert in various legal applications including Meridio, SharePoint, Discovery Accelerator, Autonomy Legal Hold
- Appointed as IT liaison for legal department
- Regularly meet with Claims department and participate in incident reviews.
- Previous chair of EEE website subcommittee
- Provide outside counsel training on SharePoint.
- Ability to increase productivity through new processes and procedures.
- Currently on LES billing and matter management committee, ECA, SOP, and ERCM committees.
- Regularly schedule and organize meetings/conference calls, and travel arrangements;
- Coordinate and monitor attorney's personal calendar and docket schedule;
- Processing of monthly billing statements, costs invoices and reimbursements;
- Innovative in suggesting and implementing new processes;
- Regularly taking on new responsibilities;
- Experience working with Xcel Energy HR department and confidential employment matters.

### *Customer Service & Relations*

- Conducted new product sales and marketing for nation-wide company, including merchandising store inventory;
- Responsible for phone banking transactions and customer inquiries;
- Trouble shoot customer service issues according to company standards and customer satisfaction;
- Achieved Outstanding Customer Service Award;
- Performed store phase changes stocking and store inventory;
- Regularly assisted front-end Manager and Supervisors with closing procedures and register balancing;

- World Leader for electronics department and girls world, which maintained inventory and managed loss prevention;
- Regularly met monthly quota for new checking and savings accounts;
- Frequently handled daily cash transactions, including balancing vault and ATM's, as well as processing night deposits.

### **Work History:**

**Xcel Energy, General Counsel Department, *Legal Secretary Supervisor***, Denver, CO  
**Xcel Energy, General Counsel Department, *Senior Paralegal***, Denver, CO  
**Xcel Energy, General Counsel Department, *Legal Secretary***, Denver, CO  
**Hall & Evans, LLC; *Legal Secretary/Admin***, Denver Colorado  
**Baldwin & Carpenter, PC; *Office Assistant/ Receptionist/File Clerk***, Denver, Colorado  
**Bank of the West; *Teller***; Denver, Colorado  
**Toys R Us; *Customer Service Representative/World Leader***; Denver & Aurora, Colorado

### **Volunteer/Community Service:**

United Way Campaign, Xcel Energy Day of Service 2013-2015  
Rocky Mountain Foodbank (warehouse)- 2014- 2015  
Chamber Connect- Urban Leadership Foundation- 2016  
Connect With Purpose Event- 2016  
Youth Summer Empowerment Summit-2016  
Father's Matter Project- 2016

**~ References Available Upon Request ~**