

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes No

If yes, please list conviction dates and nature:

Interests & Experiences

Economics degree from DePaul University

Education or training relevant to the board or commission to which you are applying:

Explain briefly why you would like to be appointed to this board or commission.

Financial Advisory Board I am currently a student at UNR studying accounting and would like to serve on the Financial Advisory Board. I am interested in finance and making sure the City of Reno is able to make financial decisions that will enhance our economy. Washoe County HOME Consortium - Technical Review Committee I would like to be a part of the technical review committee because I am passionate about housing. I have experience working at a non-profit agency that helped individuals apply for various housing related grants that included first time home buyers as well as grants that allowed them to fix their homes. I would be a good fit as housing is a key concern and I am willing to put the time that is required to research and evaluate project applications. NAB Ward 4 I would like to be a part of the NAB for Ward 4. I would like to be a part of NAB for Ward 4 because it is where my roots are. I have lived in Ward 4 for 12 years and have attended Sierra Vista Elementary and Hug High School. I have 2 younger brothers who also attend primary school in the area. My parents, uncles, and many of my friends work and live in Ward 4. I have gone to school and shopped at our local small businesses. I have work experience listening to citizen concerns and providing referrals so that their issues can be addressed. I am also good at following up to make sure that they are satisfied with the outcome. There are many development projects in our Ward and I would like to be a part of our local community engagement.

[Katia_Varela_Resume.pdf](#)

Upload a Resume

Demographics

This section is optional and your responses will not be utilized for appointment. The following information helps track our recruitment and diversity efforts.

Ethnicity

Hispanic

Gender

Female

06/08/1995

Date of Birth

Open Meeting Law Waiver

WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

I Agree

Acknowledgement

Please Agree with the Following Statement

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

I Agree

KATIA VARELA

C: 775 30304 52 | varela_katia@yahoo.com

Summary

Detail-oriented and enthusiastic to expand my knowledge by serving on a board for the City of Reno.

Education

Master of Science: Accounting	2020
University of Nevada, Reno	Reno, NV
Bachelor of Science in Business: Economics	June 2017
DePaul University	Chicago, IL

Experience

Legislative Assistant III to Lt. Governor	01/2019 to Current
Legislative Counsel Bureau	Carson City, NV
<ul style="list-style-type: none">• Prepare/compose letters for LG's signature and answer correspondence as directed, using mail merge function when necessary; respond to surveys and reports as directed by the Senator.• Track Bills using electronic Public Legislative Tracking program.• View Committee meetings and Senate Floor Sessions to monitor bills and the Senator's availability.	
VITA (Volunteer Income Tax Assistant)	02/2018 to Current
Community Services Agency	Reno, NV
<ul style="list-style-type: none">• Provided free tax services for low- to middle-income area taxpayers.• Answered taxpayer questions about the IRS tax code, deductions, post-filing, etc.• Provided excellent customer service. All taxes filed were mistake and hassle free for taxpayers.	
Commercial Loan File Coordinator	08/2018 to 01/2019
Greater Commercial Lending	Reno, NV
<ul style="list-style-type: none">• Organize internal & attorney prepared commercial loan documents for auditors for regulatory compliance.• Work closely with external vendors to acquire additional documentation for a variety of commercial loan types, including SBA, USDA, and construction.	
Legislative Intern	05/2018 to 08/2018
Office of Senator Catherine Cortez Masto	Reno, NV
<ul style="list-style-type: none">• Met with federal organizations to update the Senator's Staff on the housing challenges facing NV.• Answered constituent questions and provided referrals.• Contributed research to legislative staff on housing, human trafficking, wildfires and mental health.	
Vendor Service Representative Appraisals	04/2018 to 08/2018
Clear Capital	Reno, NV
<ul style="list-style-type: none">• Ensured each valuation report met high quality standards and lender requirements.• Facilitated the completion of reports from order entry to completion.• Assisted appraiser on fee requests, property types, and form changes.	
Community Partners Intern	09/2014 to 07/2017
Northwest Side Housing Center	Chicago, IL
<ul style="list-style-type: none">• Hosted educational pre-purchase workshops for first time homebuyers, created and designed a program book for workshops regarding credit, budgets, loans, insurance and closing.• Updated city and state data reporting for the program team.• Facilitated training with staff on changes to program services related to findings in the housing field.• Women Forward: Created 12 workshops regarding financial education, updated curriculum, worked with NORC at University of Chicago on analysis of program for national expansion.	

COMPUTER & OTHER SKILLS

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| <ul style="list-style-type: none">• Fluent: English and Spanish• Knowledge of GAAP and TCJA 2017• Strong technical & analytical skills | <ul style="list-style-type: none">• Microsoft Office Suite• Data entry and analysis: Counselor Max, Enterprise Content Management, SPSS, SQL Server, Tableau |
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