

Vivian Shreve was born and raised in Modesto and she grew up with 4 sisters and 3 brothers (she was the 6th child born out of 7). She went to private school for middle and high school, where she played volleyball, softball and flag football; was in the band and choir; and was the CSF (California Scholarship Federation) president of her school. Her oldest brother was tired of all of his sisters, so he treated Vivian like one of the boys. She became a bit of a tomboy all through school until she got in trouble for fighting.

Vivian feels that her path chose her. Her stepfather was a criminal defense attorney in Modesto and her mother was his office manager. She spent her weekends at his office helping her mother with loose filing, mailing out monthly billing statements, and whatever else they could find for her to do.

After high school, Vivian began working full time in her father's office, as a receptionist, then ultimately as a legal secretary doing criminal defense work. She has literally been in the legal field since she was about 11 years old.

Vivian is motivated by helping others. One reason why she's so fantastic at her job is because she enjoys helping people – her attorneys, other staff, and especially her clients.

A day in the life of Vivian is unpredictable and it changes daily. Because she is involved in so many different aspects of her job, there isn't really a "normal routine". She starts her day at 10:00 a.m., checks emails for any urgent tasks. Then, she works on filing any documents, emails, etc. into the corresponding electronic files. She works with teams, so throughout the day, she might be asked to do an e-filing; or assist with an e-filing. Her Palo Alto office handles a lot of e-filings for their national offices, so sometimes a filing might come up at the very last minute on a case that she has nothing at all to do with.

Vivian supports 2 partners and 2 associates full time, and she covers for other secretaries when they are out sick or on vacation, so she spends a good portion of her day managing calendars, entering time, answering phones, making travel plans, etc. She also spends a lot of time mentoring new secretaries as well as advising the new, young associates, and helping them find their way. She places the firm's new incoming attorneys in their offices and handles the annual office move. Vivian is on the community service committee, office party committee, and she manages and plays on WSGR's softball team.

Vivian joined LSI to get the discounted price on the CCLS Exam. Upon passing the exam, she took over as the CCLS Chair for SCCoLPA and led the CCLS Study Groups. She is very proud of the fact that every person who took her study group passed the exam, mostly on the first attempt. Then because she was doing that, she figured that she might as well be responsible for the CEC and Programs Chair at the same time. It made sense because they are tied together. Then, she was appointed to the CCLS Certifying Board, so could no longer lead the study groups. And now, starting after the next CCLS exam, she will be the CCLS Certifying Board Chair.

Vivian participates in a LOT of community service work, especially at the Holidays when she and her husband, Tim, dress as Santa and Mrs. Claus and deliver gifts to families, take pictures with kids at the Next Door Solutions to Domestic Violence Winter Open House; and a variety of other events. She manages and plays on two softball teams (co-ed at work; and a women's team at Twin Creeks). Vivian has 3 children; 3 grandsons; and a 2-1/2-year-old German Shepard, all of whom she absolutely adores!