
CLERK OF COURT RESUME

Summary:

A talented individual who has vast experience in handling documentations and court proceeding-related matters; is able to handle all the administrative duties and Responsibilities inside the court; has maintained records in an orderly manner that anyone can easily work with; has great time management skills; can handle all inquiries of the public regarding matters of the court

Professional Experience:

Court Clerk January 2007 – present
Court of Appeals, Chicago Park, CA

Responsibilities:

Handled flow of operations in the court system.
Corresponded with different departments regarding inquiries received from the general public regarding judicial matters and information regarding the court system.
Attended and recorded all the sessions in the court.
Collected all bills which are payable to the court and supported other initiatives depending on the court order.
Deputy Clerk of Court May 2004– January 2007
Court of Appeals, New Orleans, Louisiana

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Education:

Masters in Public Administration
University of Arizona, 1999

Bachelor's Degree in Criminal Justice
University of Arizona, 1997

Skills/Certifications:

- Proficient in Word, Excel, Windows-based applications
 - Knowledge in several CRM programs (Oracle, Sugar and SAP database)
 - Ability to interact with all levels of the organization
 - Excellent verbal and written communication skills
 - Time-management, listening, comprehension skills
 - Bookkeeping and documentation skills
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Associations/Organizations:

Federal Court Clerks' Association, Member
Court Clerks' Cooperative Authority, Member

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