
Legal Advocate Resume

Job Objective

Seeking a Legal Advocate position in a company where my skills and knowledge can be used and enhanced to the fullest.

Highlights of Qualifications:

- Hands-on experience in maintaining knowledge of the available resources
 - Immense knowledge of legal and criminal systems
 - Excellent knowledge of battling various women issues
 - Ability to maintain policies for all development issues
 - Ability to coordinate with various departments within the agency
 - Familiarity in various social justice and anti racist movement
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Professional Experience:

Legal Advocate
Heart Havens, Inc., Phoenix, AZ
August 2012 – Present

Responsibilities:

- Participated in various interviews conducted with clients over phone.
- Assisted to cumulate legal information for domestic violence cases.
- Coordinated with clients and staff attorneys for various housing activities.
- Maintained confidentiality of victim information always.
- Prepared an estimate of the total cost estimated for the case.
- Maintained database and performed required search for information.

Legal Advocate
The TJX Companies, Inc., Phoenix, AZ
May 2009 – July 2012

Responsibilities:

- Ensured compliance to various legal standards and regulations.
 - Participated in various training programs for certification processes.
 - Ensured safety of victims for legal cases.
 - Maintained knowledge of protection from abuse regulations and prepared petitions.
 - Provided support to clients for various client proceedings.
 - Maintained confidentiality of information for every client.
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Education:

Bachelor's Degree in Criminal Justice
Indiana State University, Terre Haute, IN

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