
Victim Witness Specialist Resume

Job Objective

Victim Witness Specialist seeking employment with the right company in order to use my experience and skills to better the company.

Highlights of Qualifications:

- Huge experience in dealing with the public
 - Familiarity with legal advocacy and counseling
 - In-depth knowledge of local, state, federal and witness program resources and agencies
 - Sound knowledge of research, interviewing and investigation techniques and methodology
 - Extensive knowledge of office practices and procedures including data processing
 - Ability to research and analyze data and formulate logical conclusions
 - Ability to interpret policies, procedures, laws and regulations
 - Ability to prepare complex reports, documents, notices and descriptions
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Professional Experience:

Victim Witness Specialist
CACI International, Inc., Houston, TX
May 2006 – Present

- Analyzed what information is appropriate for release.
- Helped victims and witnesses in gaining orders of protection.
- Escorted victims to court proceedings whenever requested.
- Managed records and files on all assigned cases.
- Assured all relevant documentation is included in each file.

Victim Witness Specialist
USIS, Houston, TX
March 2003 – April 2006

- Arranged files in order to be easily accessible by other staff.
 - Administered contact statistics.
 - Shared information with the appropriate parties related to the case.
 - Performed research and located witnesses when required.
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Education:

Bachelor's Degree in Criminal Justice
Wayne College, Orrville, OH

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