

MIA TAYLOR

Bailiff

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated Bailiff with over 5 years of experience in maintaining courtroom order and ensuring compliance with legal procedures. Skilled in managing case files, serving legal documents, and assisting judges during proceedings. Strong communication and interpersonal skills, adept at handling sensitive situations with professionalism and discretion. Committed to upholding the law and supporting the judicial process effectively.

WORK EXPERIENCE

Bailiff Apr / 2018- Ongoing
Blue Sky Innovations Chicago, IL

- 1. Provided comprehensive security for judges and jurors during court proceedings.
- 2. Announced the judge's entry and called witnesses into the courtroom.
- 3. Ensured safety protocols were followed for sequestered juries.
- 4. Screened all visitors prior to courtroom entry, maintaining security standards.
- 5. Completed necessary paperwork and reports accurately and promptly.
- 6. Facilitated communication between jurors and the court, ensuring clarity and responsiveness.
- 7. Monitored courtroom decorum, addressing disruptions swiftly and effectively.

Bailiff Apr / 2015- Apr / 2018
Lakeside Apparel Co Chicago, IL

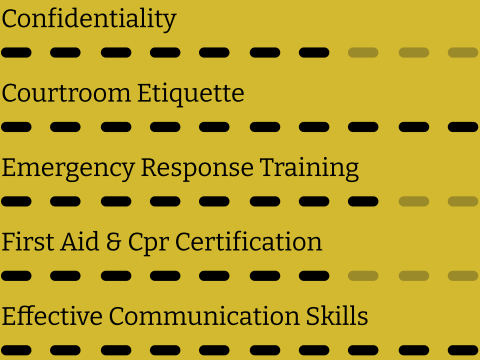
- 1. Oversaw courtroom operations, ensuring a secure environment for all individuals involved.
- 2. Assisted judges and court staff with administrative duties as required.
- 3. Maintained cleanliness and organization of the courtroom, running errands as necessary.
- 4. Scheduled daily court activities, coordinating with attorneys and clients to ensure efficiency.
- 5. Guaranteed the safety of judges and jurors during trials and hearings.

EDUCATION

Bachelor of Science in Criminal Justice Apr / 2012 - Apr / 2015
University of State Portland, OR

Studied criminal law, court procedures, and judicial systems.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Successfully maintained order in over 200 court sessions, ensuring the safety of judges and jurors.
- Implemented security procedures that reduced courtroom incidents by 30%.