



EVELYN WHITE

Criminal Court Coordinator

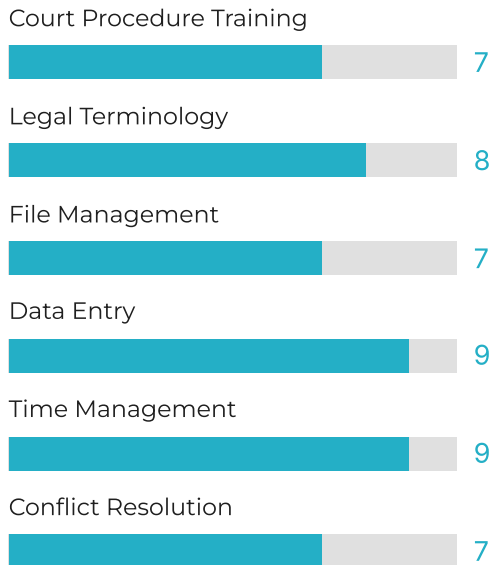
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SKILLS



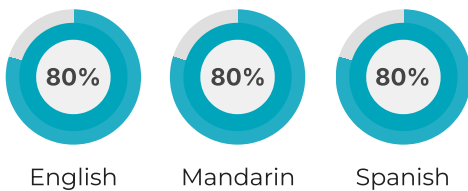
INTERESTS

- DIY Projects
- Crafting
- Meditation
- History

STRENGTHS

- Humility
- Innovation
- Insightfulness
- Integrity

LANGUAGES



ACHIEVEMENTS

- Successfully managed over 1,000 cases annually, ensuring timely hearings and compliance with court protocols.

PROFESSIONAL SUMMARY

Dynamic Criminal Court Coordinator with 7 years of experience in streamlining court operations and ensuring procedural compliance. Expert in coordinating with judicial staff, managing case documentation, and enhancing communication between legal entities and the public. Driven to improve efficiency and uphold justice within the legal system.

WORK EXPERIENCE

Criminal Court Coordinator Jun / 2021-Ongoing
Quantum Solutions LLC Phoenix, AZ

- Consulted with attorneys and litigants to ensure adherence to court procedures and deadlines.
- Served as the interim 1st Judicial District Mental Health Court Navigator, enhancing support for vulnerable populations.
- Managed incoming referrals, conducted intake interviews, and presented information to screening teams for case evaluations.
- Demonstrated strong organizational and research skills to improve case management processes.
- Collaborated with attorneys, prosecutors, and social workers to facilitate effective communication and case handling.
- Oversaw daily program operations, serving approximately 1,000 defendants annually and ensuring procedural compliance.
- Trained and supervised an Assistant Coordinator, Court Clerk, and 60 volunteers, fostering a collaborative work environment.

Court Coordinator Jun / 2018-Jun / 2021
Silver Lake Enterprises Seattle, WA

- Coordinated operations for high-profile trials, including managing juror communications for The Texas Seven Capital Murder trials.
- Scheduled criminal and civil hearings, ensuring efficient use of court time and resources.
- Managed the court's docket, maintaining an organized system for case tracking and updates.
- Provided the judge with timely updates on hearings, appointments, and assignments to streamline court operations.
- Communicated with District Attorneys and defense attorneys to reschedule trial dates, ensuring fair access to justice.
- Maintained the judge's calendar, facilitating a smooth flow of courtroom proceedings.

EDUCATION

Bachelor of Arts in Criminal Justice Jun / 2015-Jun / 2018
University of Justice Phoenix, AZ

Focused on legal systems, court procedures, and criminal law.