EMMA JOHNSON

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PROFESSIONAL SUMMARY

Enthusiastic professional with two years of experience as a Court Runner, dedicated to ensuring timely and accurate delivery of legal documents. Proven ability to manage multiple tasks efficiently while providing exceptional support to legal teams and court officials. Eager to contribute to a dynamic environment that values precision and teamwork.

WORK EXPERIENCE

Court Runner

Apr/2024-Ongoing

Pineapple Enterprises

📮 Santa Monica, CA

- 1. Managed front desk operations, ensuring accurate filing of documents with the Superior Court and County Recorder's
- 2. Coordinated the ordering and inventory management of office supplies to ensure smooth operations.
- 3. Handled financial transactions including bank deposits and petty cash management.
- 4. Utilized legal software for cost entry related to printing, faxing, and scanning.
- 5. Maintained comprehensive inventory of office supplies and managed procurement processes.
- 6. Oversaw mail collection and distribution, ensuring timely communication with essential stakeholders.
- 7. Performed clerical duties to support efficient court operations, including data entry and document preparation.

Court runner

m Apr/2023-Apr/2024

Crescent Moon Design

₮ Portland, OR

- 1. Executed varied office clerical tasks, supporting diverse court-related functions.
- 2. Conducted filing and paperwork management for law firms, ensuring compliance with court requirements.
- 3. Delivered legal documents between courts and law firms, maintaining strict adherence to deadlines.
- 4. Created detailed billing records for services rendered, enhancing transparency in operations.
- 5. Organized and filed court documents, improving retrieval efficiency for legal staff.
- 6. Converted court documents to digital formats, facilitating easier access and storage.

EDUCATION

Associate of Science in Legal Studies

m Apr/2022-Apr/2023

State Community College

▼ Toronto, ON

Focused on legal documentation and court procedures.

SKILLS

Client Interaction

Legal Software Proficiency

Accurate Data Entry

Organizational Skills

ACHIEVEMENTS



Implemented a tracking system for court documents, reducing miscommunication and improving accountability.

Assisted in the preparation of court hearings by organizing and filing essential documents, leading to smoother proceedings.