

Robert Smith

Court Specialist

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SUMMARY

A highly motivated, results-driven professional with good communication skills in English both spoken and written. A quick learner and like to work in an environment that provides challenges and new opportunities to learn.

SKILLS

Internet Explorer Outlook, PowerPoint, and Raisers Edge.

WORK EXPERIENCE

Court Specialist

ABC Corporation - April 2008 - December 2009

- Accessed court calendar on the computer.
- Provided citizen with documents listing date, time, and courtroom and sets court dates for citizens.
- Perform administrative tasks, such as answering telephone calls, filing court documents, or maintaining office supplies or equipment.
- Certified Magistrate Serve as the traffic clerk and as the clerk for the Restitution Recovery (RRIVA) division of the office.
- Traveled independently throughout to conduct research of court records in multiple jurisdictions to analyze criminal history.
- Developed new research techniques and created a new reporting system.
- Maintain trial calendar, arraign accused, swear in witnesses, prepare and issue court orders.

Court Specialist

Delta Corporation - 2003 - 2008

- Accessed court calendar on the computer.
- Provided citizen with documents listing date, time, and courtroom and sets court dates for citizens.
- Perform administrative tasks, such as answering telephone calls, filing court documents, or maintaining office supplies or equipment.
- Certified Magistrate Serve as the traffic clerk and as the clerk for the Restitution Recovery (RRIVA) division of the office.
- Traveled independently throughout to conduct research of court records in multiple jurisdictions to analyze criminal history.
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EDUCATION

Associate in Business Management - 2014(Park University Parkville - Parkville, MO)