# ROBERT SMITH

## Criminal Researcher

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## SUMMARY

Criminal Researchers are responsible for reviewing and analyzing court data, analyzing key identifiers and inputting into background screening report.

## SKILLS

Experience working in a supporting role for individuals.

## WORK EXPERIENCE

### Criminal Researcher

ABC Corporation - October 2016 – December 2016

- Retrieved and entered a variety of information from various computer and web based systems related to an applicants history.
- Searched and retrieved information from files, computer records, and other documents.
- Located information and documents quickly and accurately in accordance with applicable laws and procedures.
- Supplied timely updates and notifications of delays.
- Understood the court system and terminology, and interprets results.
- Communicated effectively with courts to retrieve additional information as needed.
- Performed duties and responsibilities as assigned.

### Criminal Researcher

Delta Corporation - 2013 – 2016

- Pitch unique and interesting guests, stories, and segments.
- Conduct in-depth research and compile well-rounded pre-interviews.
- Write stories, guest intros, teases, and banners.
- Select elements such as sound, video clips, and graphics to help tell a story.
- Additional responsibilities based on your unique talents/abilities.
- Manage daily deadline turnarounds of a live show.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

## SCHOLASTICS

- Medical Assistant Program Graduate - 2011(American Career College - Anaheim, CA)

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