



INTERESTS

🖈 Surfing

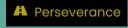
Martial Arts

Community Service

Blogging

STRENGTHS









LANGUAGES





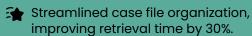


English

Spanish

Swahili

ACHIEVEMENTS



Assisted in the preparation of over 200 legal documents, ensuring compliance with court standards.

WILLIAM PEREZ

Judicial Secretary

Support@qwikresume.com

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Los Angeles

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Los Angeles

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PROFESSIONAL SUMMARY

Enthusiastic Judicial Secretary with 2 years of experience in court administration and legal support. Proficient in managing case files, scheduling hearings, and facilitating communication among judges and legal teams. Committed to enhancing courtroom efficiency through strong organizational skills and meticulous attention to detail.

🕒 WORK EXPERIENCE

Judicial Secretary

Apr / 2024-Ongoing

Seaside Innovations

📮 Santa Monica, CA

- 1. Maintained and organized the chambers' library and electronic mail system.
- 2. Provided troubleshooting support for WordPerfect at the Camden Courthouse.
- 3. Assumed responsibilities for Judge Garrett Brown during the secretary's medical leave.
- 4. Proofread legal documents to eliminate grammatical errors.
- 5. Collaborated with other districts to assist with workload and improve operational efficiency.
- 6. Enhanced filing and documentation processes through effective organizational methods.
- 7. Worked under the supervision of Richard L., ensuring adherence to judicial procedures.

Judicial Secretary

Apr / 2023-Apr / 2024

Summit Peak Industries

耳 Denver, CO

- 1. Issued and maintained records of various actions, including warrants and subpoenas.
- 2. Served as personal secretary for both District Judges of McCracken County.
- 3. Performed general office duties such as transcription and editing court orders.
- 4. Worked closely with judges to fulfill court orders and manage communications.
- 5. Filed and faxed important documents to ensure timely processing.
- 6. Answered phone inquiries professionally and accurately relayed messages.

EDUCATION

Associate of Applied Science in Legal **Studies**

Apr / Apr / 2022 2023

Camden County College

♣ Phoenix, AZ

Focused on legal research, document preparation, and courtroom procedures.