ROBERT SMITH

Victim Witness Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Victim Witness Coordinator with 4+ years of experience in Conferring with AUSA concerning fact witness and victim appearance and special circumstances regarding witnesses (special authorizations, international witnesses, military/federal employee witnesses, or hostile witnesses), Completing and submitting proper documentation for special authorizations and obtain prior approval before proceeding with travel arrangements.

CORE COMPETENCIES

Microsoft Office, Excel, Process Improvement, Project Coordination.

PROFESSIONAL EXPERIENCE

Victim Witness Coordinator

ABC Corporation - May 2013 – 2015

Key Deliverables:

- Assisted in interpretations for Pre-Trial conferences/ or communications via Email and Telephone.
- Identified what type of assistance the victim and/or witness needs and refer them to the appropriate resources (Victims Comp, CVAC, Kristi House, VAP, Journey Institute).
- Updated victim and witness with case information, informing them of their role and the criminal justice process.
- Completed of all availabilities, while meeting stringent deadlines for trial and various hearings.
- Accompanyed the victim and witness to court for trial when needed.
- Scheduled appointments such as Pre-trial conferences, Probation Violation hearings, and Depositions.
- Created subpoenas for officers and civilians using programs such as E-notify and Subpoena Services.

Victim Witness Coordinator

Delta Corporation - 2011 – 2013

Key Deliverables:

- Ensuring that victims of crime are provided with the services mandated by the Victims Rights Act.
- Providing victims/witnesses support throughout the courts process.
- Maintaining felony caseloads and files totaling 700 combined for three state attorneys.
- Experience in TRFA, MARS, MLSA, and VRNI systems Schedule PTC (Pretrial Conferences) and depositions for police officers, victims and witnesses.
- Support District Attorney and assistant DAs in managing court calendars, prepare and subpoena witnesses to court proceedings, escort witnesses to/.
- Administrator for Victim Assistance and Law Enforcement (VALE) Board.

2259 Oak Street, Old Forge, New York, 13420
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- Coordinate annual training for 14th Judicial District Law Enforcement and Victim Services Personnel.

EDUCATION

- BA In Criminal Justice

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