

Skills.Summary

Great computer and typing skills 65-70 WPM Records Management

Good verbal and written communication skills

Able to deal effectively with public

Able to assist in a fast paced, multi tasked environment

Professional Experience

Fort Bend County Justice of the Peace PCT. 2 PL. 2, Needville, Texas 11/2022-still employed

- Enter Filing for Court Cases
- Knowledge of how to handle Civil Cases, Criminal Cases, Pre-Trial Hearings, Evictions, Small Claims and processing Traffic Citations.
- Process traffic citations, offering Deferred Adjudication, Driving Safety Course , commitment hearings, and ticket dismissals
- Attended Texas State University-Texas Justice Court Training Center Experienced Court Personnel Seminar

Fort Bend County Justice Of The Peace PCT. 1 PL. 2 (2/2019-11/2022)

- Enter Filings for court cases
- Knowledge of Odyssey Navigator system database
- Collects and processes payments
- Answer phone calls and assists customers questions and citation options
- Set and maintain dockets for compliance hearings, show cause hearings, and pre-trial
- Processed warrants, traffic citations and hearing notices
- Attends and, participates in meetings and training classes yearly
- Familiar with statutes and procedures for traffic citations
- Attended Texas State University-Texas Justice Court Training Center 12hr New Court Personnel Seminar

Fort Bend County (09/2018-02/2019) - Floater-Court Staff Coordinator

- Assisting the District Courts (Family, Civil, Criminal) as needed
- Scheduling hearings and working various court documents that are presented to the court for Judge Review
- Answering phones, assisting Judge and Attorneys

Fort Bend County District Clerks Office 2009-2018 Criminal Appeals Post Judgement Expunctions

- Criminal Appeals/Expunctions/Confidential[Cases and Post Judgment for District Courts•
- Prepare and maintain criminal file for Assignment to Appeal Courts in a timely and efficient manner, including strictly defined deadlines and indexing documents
- Support and assist other departments as needed
- Work effectively with the District Attorney's Office in the process and preparations of post convictions writs
- Research criminal procedures and current statutes. for work accuracy and maintain knowledge of the Texas Rules of Appellate Procedure and Criminal procedure
- Prepare and maintain civil case files for expunctions and sealed confidential cases
- Processed 11.07, 11.071 and 11.072 Post Conviction Writ Applications
- Prepared criminal records for appeals within legally defined time limits correspond with attorneys, appellate courts, court reporters, district court personnel, and district attorney's office relating to appeal and expunction process.
- Manage post judgment request and preparation of Order of Sales, Writ of Executions, Abstract of Judgments and Writ of Possessions

Fort Bend County Emergency Medical Services 2008-2009 Medical Inventory Clerk

- Inventory Clerk for Emergency Medical ,Services
- Assisted in the organization and record keeping for the inventory office to maintain efficient production of the inventory supplies for the emergency medical staff.
- Documented and maintained inventory records for medication and ambulance supplies.
- Maintained medical cabinets located •in two separate hospitals for EMS staff. • Also assisted on various other duties that were presented in the maintenance of the ambulances as well as the medic stations.
- Communicated effectively with various EMS staff as well as paramedics.
- Expected to assist in any Emergency such as in the event of a hurricane or any other natural disaster where help would be needed.

Education

WHARTON COUNTY JUNIOR COLLEGE

Business Operations and Computer Procedure —Graduated 350 Clock hour course

Consisted of data Microsoft excel, word, filing and typing.

Cosmetology — Graduated 1500 hours

Health Information Technology and Basic Courses

Consisted of Law in the health field, English literature, government and history, anatomy and physiology, pharmacology, transcription and medical terminology.

Paralegal Studies

Consisted of an Introduction class, civil litigation, criminal law, legal research and writing, criminal and family law