

Jessica Claire

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SUMMARY

Compassionate Advocate with outstanding communication skills. Goes extra mile to provide assistance to victims of abuse through proficient knowledge of court procedures, network of resources and hard work. Successful [Job Title] equipped with solid understanding of related court processes and legal standards. Drives team success by maintaining filing systems and quickly completing ad hoc requests. Advanced communication and independent thinking abilities to manage wide-ranging legal support work. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Dedicated legal support worker brings research, recordkeeping and file management abilities. Accurate, detail-oriented and thorough in handling critical documentation. Keeps schedules organized and facilitates timely communication between parties.

SKILLS

- Risk Mitigation
 - Benefits Administration
 - Policy Development
 - Legal Research
 - Document Review
 - Mediation
 - Resource Management
 - Training Delivery
 - Mentorship
 - Collaboration and Teamwork
 - Client Representation and Advisement
 - Depository Strategy
 - Document Management
 - Knowledge of Federal and State Laws
 - Parliamentary Procedures
 - Juror Selection
 - Evidence and Inference
 - Communications Drafting
 - Conflict Resolution
 - Criminal Law
 - Verbal and Written Communication
 - Advanced Word Processing
 - Establishing Effective Relationships
 - Case Law and Outcome Analysis
- MS Office
 - Corporate Law
 - Legal Brief Preparation
 - Attention to Detail
 - Court Proceedings
 - Database Management
 - [Language] Fluency
 - Staff Supervision
 - Legal Case Management
 - Drafting Motions and Disclosures
 - Building Trust and Relationships
 - Litigation Support
 - Office Management
 - MS Office Proficient
 - Writing and Editing
 - Document Preparation
 - Deadline Adherence
 - Courtroom Procedures
 - Case Management
 - Administrative Support
 - Events Planning
 - Policy Knowledge
 - Civil Law

EXPERIENCE

ADVOCATE 03/2018 to CURRENT

Great Circle | Saint James, MO

- Completed reports, paperwork and documentation accurately and on time.
- Reached out to individuals via phone, email and SMS to deliver help and support.
- Built trust and rapport with victims of violent crimes by remaining calm and compassionate in variety of situations.
- Attended and coordinated interviews or case reviews to manage caseload.
- Advocated for victims during difficult situations by filing police reports and connecting to needed services.
- Informed victims about legal processes and timelines.
- Provided direct support, coaching and intervention to increase self-sufficiency and goal attainment.
- Attended hearings with victims to provide emotional support.
- Performed research to respond to inquiries and interpret policy provisions.
- Identified appropriate community resources and provided referrals for services.
- Used computerized systems for tracking, information gathering and troubleshooting.
- Gathered and analyzed information to advocate safety, well-being and progress.
- Presented to general public and outside agencies to raise awareness and garner support for initiatives.
- Made appropriate referrals and follow-up referrals to be certain families received needed services.
- Performed data input to document care and services plans, needs assessments and progress notes.
- Maintained after-hours availability on rotating basis to provide on-call coverage.
- Collaborated with community providers to identify and engage natural supporters.
- Conducted presentations on victimization and other issues to create trauma-informed community.
- Recruited, trained and supervised volunteer advocates to support mission.
- Identified and implemented process improvement opportunities to achieve objectives.
- Used meetings to help clients prioritize actions and establish short- and long-term goals related to [Type] issue.
- Assisted participants in achieving financial goals by creating spending plans and budgets.
- Supervised team of [Number] volunteers, delivering in-depth training and mentoring.

LEGAL OFFICER 11/2016 to 07/2017

Md Anderson | Galveston, TX

- Prepared contracts, governance documents and legal documentation related to business operations, finances and non-disclosure policies.
- Managed corporate claims and litigation.
- Developed strategies to address upcoming issues with minimal disruption to corporate activities.
- Supported executive decision-making by offering sound legal advice.
- Maintained corporate compliance with laws and regulations for [Type] businesses.
- Monitored corporate activities to identify and mitigate legal risks.
- Researched changing laws, corporate plans and industry trends to stay ahead of concerns.
- Mediated conflicts between employees and facilitated effective resolutions to disputes.
- Produced thorough, accurate and timely reports of project activities.
- Reviewed completed work to verify consistency, quality and conformance.
- Assigned work and monitored performance of project personnel.
- Delegated work to staff, setting priorities and goals.
- Resolved customer inquiries and complaints requiring management-level escalation.
- Evaluated individual and team business performance and identified opportunities for improvement.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Remained calm and professional in stressful circumstances and effectively diffused tense situations.
- Held regular one-on-one meetings with employees to review performance and priorities and provide feedback.
- Analyzed business performance data and forecasted business results for upper management.
- Proposed or approved modifications to project plans.

LEGAL OFFICER 07/2014 to 10/2015

Md Anderson | League City, TX

- Prepared contracts, governance documents and legal documentation related to business operations, finances and non-disclosure policies.
- Researched changing laws, corporate plans and industry trends to stay ahead of concerns.
- Produced thorough, accurate and timely reports of project activities.
- Assigned work and monitored performance of project personnel.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Remained calm and professional in stressful circumstances and effectively diffused tense situations.
- Held regular one-on-one meetings with employees to review performance and priorities and provide feedback.
- Planned and led team meetings to review business results and communicate new and ongoing priorities.

EDUCATION AND TRAINING

Associate of Arts | Law 06/2017

Law School of Tanzania, Dar Es Salaam

Bachelor of Arts | Law 10/2014

University of Iringa, Iringa

Bachelor of laws

LANGUAGES

English:	B2	French:	A1
Upper Intermediate		Beginner	
Negotiated:		Negotiated:	