

ROBERT SMITH

Judge I

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Performance-driven with experience in multiple facets of public relations and account management. Excellent research, communication, analytical, time management and problem solving skills. Pursuing opportunities that will enable utilization of experience, education, organizational, and interpersonal skills towards professional growth and success.

EXPERIENCE

Judge I

ABC Corporation - DECEMBER 2000 - JANUARY 2003

- Performed clerical duties in a designated courtroom.
- Attended court sessions and prepare records of court proceedings in conformance with statutes, policies, and the direction of a Judge; to swear in witnesses and juries.
- Maintained exhibits offered in evidence; and to perform related duties as assigned.
- Served as primary clerical support for a Magistrate Court Judge.
- Worked closely with employees of other County departments, representatives of legal offices, and the public in matters before the court; and may provide lead work direction to clerical staff.
- Worked independently within established yet frequently changing policies, procedures and guidelines.
- Performed very responsible and complex legal clerical work and all required duties within frequent deadlines, time limitations, and pressure from citizens and staff, requiring speed, sustained attention, and a high degree of accuracy.


Judge

Delta Corporation - 1996 - 2000

- May 2012 Legal Intern Organized Judges files, meetings, and tasks; researched and implemented community outreach programs; facilitated public .
- Evaluated scientific projects on scientific methodology, experimental procedures, creativity and originality in research.
- Skills USA Regional Champion in Job Demonstration Saugerties, New York.
- Judge, Tennessee Viticultural & Oenological Society 2012, 2013, 2014, 2015.
- Judge, American Wine Society Amateur Wine Experience 2011.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Associate of Science in Criminal Justice - (Trident Technical College)
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SKILLS

Problem Solving, Research, Fraud Detail.