

Robert Smith

Docket Clerk

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SUMMARY

To secure full time employment in an office environment where history of clerical and organizational skills may be an asset to the company/organization.

SKILLS

Inventory, invoicing, memberships, great customer service, multi-tasker.

WORK EXPERIENCE

Docket Clerk

ABC Corporation - October 1984 - June 2015

- Issued civil processes in accordance with Civil Rule of procedure and court.
- Processed legal documents filed in court or through the Clerks Office.
- Prepared a (daily) docket consisting of the records of defendants charges and court dates.
- Performed administrative assistant duties and answered a multi phone line.
- Prepared rules and motions, and gave notice of orders and judgments issued by the court.
- Worked closely with court personnel and held responsible for records and information within a section.
- Typed and proofread all Board of Appeals decisions and documents such as dockets.

Docket Clerk

Delta Corporation - 1979 - 1984

- Prepare Warrant in Debts to be mailed out.
- Call the courts to verify the warrants and the dates.
- Prepared and entered files for State, Appellate, and Federal courts.
- Methods and procedures of high-speed digital printing processes, including finishing and bindery operations.
- Management of Client Trademark records Maintenance and support of large database detailing Trademark prosecution and conflict records (both foreign).
- Independent review of all incoming correspondence related to domestic and foreign Trademark matters for purposes of updating electronic records.
- Perform routine status checks and maintain records of potentially contentious Trademark matters.

EDUCATION

Diploma - (Kilmichael High School (Now Montgomery County High School) - Kilmichael, MS)