

# ROBERT SMITH

## District Attorney I

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To gain employment as a Community Education Specialist. Prosecuting various kinds of criminal cases. Some Deputy District Attorneys may work on specific kinds of cases, like gang-related cases.

## EXPERIENCE

### District Attorney I

#### ABC Corporation - FEBRUARY 2006 - MAY 2006

- Interned Look up and order lab reports for narcotics.
- Looked up mug shots needed for court and forward it to the investigators and lawyers in charge of the case.
- Assisted paralegals in the courtroom.
- Answered the phones and speak to citizens who needed to know information on a person.
- Arrested or directed them to the proper department.
- Set up the day-to-day court calendar.
- Filed law reports and extradition files in their proper locations.

### District Attorney

#### Delta Corporation - 2004 - 2006

- Clerical Aid for the District Attorney of Schuylkill County.
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- and got used to working in a law enforcement environment as well as becoming an expert in processing District Attorney requests, organizational .
- However, during my second stint with the Department I worked under Office Rachel Coleman and was allowed to take part in the re-writing of the .
- Working in these small groups with higher ups, patrol officers, and civilian employees gave me a great education in how into how different levels of .
- Ebensburg, PA June-August 2015 Employee, Youth Drug Fair Worked in a team of 21 along with the Cambria County Judge, the District Attorney, and .
- Docket Clerk Duties included responsible for opening and closing all files and retrieve files for Court use and public information. Typing various .

## EDUCATION

- Bachelor of Science in Legal Studies - (John Jay College Of Criminal

Justice - New York, NY)

## SKILLS

Highly motivated, Team player, Excellent communication.