

Court Appointed Special Advocate

ROBERT SMITH

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Objective

Seeking a position where will be able to utilize education in Paralegal studies and past experience in customer service, data entry, and volunteer work as a Paralegal to benefit the organization. Ability Summary Working knowledge of Microsoft Word, Excel, and Outlook. Extensive experience in customer relations with a solid academic background in public administration and criminal justice.

Skills

Microsoft Office products, Fax, Copy Machine, Typing, Teamwork.

Work Experience

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City Of Portsmouth VA Juvenile And Domestic Relations District Court - July 2016 - 2020

- Identified and advocated for the best interest of the child.
- Provided at every hearing reports which include findings and recommendations.
- Appeared at all hearings to advocate for the child's best interests and provide testimony when necessary.
- Responsible for developing, planning, implementing, and evaluating social service programs and services help the child understand the court proceedings.
- Ensured that the children and their family are receiving appropriate services and advocate for those that are not immediately available.
- Appointed by DC family court judge to advocate on the behalf of children within the Washington DC foster care system.
- Case loads focused on ensuring safety, emotional well-being and wellness of youth.

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Delta Corporation - 2014 - 2016

- Child Advocate for the State of Iowa involving physically abused and neglected children Monitored visitations of parents and children Attended staff .
- Drafted recommendations and reports for the court Advocated for the best interest of individual children before the Juvenile Court Acted as liaison .
- Advocated for foster care children.
- Made home visits.
- Court reports.
- Attended school meetings and court hearings.
- hour Trained Volunteer Supported clients through weekly individual sessions, case management and advocacy.

Education

Bachelor of Arts in Criminal Justice - (American Military University - Charleston, WV)