Theresa Collin

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Hillsboro, Oregon 97124

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**SUMMARY OF QUALIFICATIONS**

Trained and/or certified in business, legal terminology, court operating systems,

all court functions and filings, policies and procedures for criminal, civil and domestic situations, accounting practices, hiring and screening, inventory, public relations, scheduling workers, entering data, office duties, multitasking, using professionalism at all times, assisting/directing clients, problem solving, researching laws and statutes, work under pressure and meet deadlines.

**EQUIPMENT AND SOFTWARE**

Excel, WordPerfect, Word, QuickBooks, Lotus Notes, Windows XP, Windows Vista,

Payroll program, Microfiche, Scanning equipment, 10 key, Telephone systems,

Computer information and ordering systems / Scheduling programs

**EXPERIENCE**

**Consultant, 2001 to present:**

Self employed, Hillsboro, Oregon

Responsibilities include analyzing data, formulating reports and preparing

documents for client base.

**Retailer, 1996-2001:**

Teri’s Gift Shop, 230 S.E. Main St., Hillsboro, Oregon 97123

Owner and operator of retail shop, act as buyer for store, hire employees, payroll,

customer service, create job descriptions, oversee workers, maintain records,

inventory, stocking, handling claims, maintain records, organize group functions,

create and oversee classes, respond to questions asked by clients, market research

trends, sell product customer service skills are essential.

**Court Operations Specialist/Court Reporter, 1981-1996**

State of Oregon Judicial, 1021 S.W. Fourth Ave., Portland, Oregon 97204

120 N.E. Second, Hillsboro, Oregon 97124

Accounting, working with probation officers, submitting collection notices,

reconciles payments made to the court, work with defendants, plaintiffs, attorneys,

officers, victims and witnesses, accept and record documents filed with the court;

check for accuracy and completeness: record/process orders, judgments, and decrees

of the court in accordance with legal requirements and court procedures, assist

litigants and attorneys in using the court system and inform them of court procedures

and policies; answer questions and correspondence related to court procedure and

status of cases. Data entry, utilizing OJIN systems, and Uniform Criminal Judgments (UCJ).Perform duties in a courtroom setting or at a work station within a unit. Review

and verify information; sort, assemble, and organize materials; route and deliver

documents to the appropriate parties. Prepare a variety of documents, including

court orders and forms. Use personal computer for entering and retrieving information.

Perform miscellaneous general office duties as necessary, file, archive, and retrieve

records and documents, sort, route, and deliver records and documents. I rotated offices

as needed for Judicial Assistant coverage. I also acted as a Traffic Referee daily.

Provide complex and confidential secretarial work for a judge or judges. Maintain

appointment schedules and calendars as required; arrange travel, conferences, and

meetings. Transcribe legal correspondence and other documents from draft, tape, or

dictation by word processor or typewriter. Handle reception of calls, visitors and mail,

and respond to routine inquiries. Interact with judges, management personnel, attorneys, litigants, and other court staff to coordinate court-related activities.

As COS II attend court to swear in witnesses, mark exhibits, coordinate court proceedings, orders and other forms necessary to ensure accurate written records for each case.

Operate digital recording equipment to ensure that a verbatim record is made of all court proceedings. Monitor probation caseload, including following-up on defendants’ compliance with court orders, processing correspondence from probation officers and making the Judge aware of any show cause or warrant requests. Maintain Records - Organize group functions - Create and oversee classes - Respond to Questions asked by Clients

Data entry, for Traffic Parking/Civil/Criminal - parking, processed violations, set trials,

acted as cashier and provided customer service - circuit court criminal data entry, processing

data from court, cashiered, customer service, worked with attorney’s, employees and the public, accept and record documents filed with the court; check for accuracy and completeness;

record and process orders, judgments, and decrees of the court in accordance with legal requirements and court procedures. Assist litigants and attorneys in using the court system and inform them of court procedures and policies; answer questions and correspondence related to court procedure and status of cases, data entry, perform duties in a courtroom setting or at a work station within a unit, review and verify information.

**EDUCATION**

Portland Community College – Business Management/Accounting

Oregon Real Estate School – Law/Contracts/Finance Management – Realtors License

NW School of Business – Data Entry/Secretarial – Certificate of Completion

SALARY REQUESTED - OPEN

REFERENCES Patty Reece (503) 250-0262

Kathy Kosmas (503) 647-2568

Loretta Milnes (503) 648-6990