

Christopher Wilson
2316 Wiley St.
Hollywood, FL 33020
Cell # (786)262-5640
Alt. # (954)531-2095
E-mail: c.wilson827@gmail.com

I have a background in law filing and case management, effective verbal communication and technical writing skills in both English and Spanish, excellent customer service/problem solving skills, ability to handle detailed work in a precise manner and a moderate understanding and usage of Microsoft Office. These skills and talents are just a few things I can bring to your organization. Below you will find the necessary information that will show you I am most qualified for the position you now have available.

WORK HISTORY

4/08 - Present

Legal Assistant Support, Law Offices of Kubicki Draper

I am responsible for maintaining an organized filing system for my division's attorneys, secretaries and paralegal. Create new incoming cases, close settled cases and maintain logs on all activities involving the files.

2/08 - 4/08

Legal Assistant Support, Law Office of Russell Lazega

I maintained an organized filing system for my division's attorneys, secretaries and paralegal. Create new incoming cases, close settled cases and maintain logs on all activities involving the files

1/05 - 12/07

Legal Assistant Support, The Gassenheimer Law Firm

I was responsible for maintaining an organized filing system for my division's attorneys, secretaries and paralegal. Create new incoming cases, close settled cases and maintain logs on all activities involving the files. I was also responsible for making court runs, bank deposits, copies, faxing, and courtroom setups for trial.

EDUCATION

Everest College A.A.S Degree Criminal Investigations

My fields of studies are (Including 2 mock trials and over 240 identifications of latent prints) Criminalistics, Graphics and Documentation, Locating Suspects, Court Testifying, Arrests, Search and Seizure Information for Federal, State, and Local Sources of Information, General Rules of Evidence, Techniques in Observation, Description, and Identification, How to Use Scientific Aids, Crime Scene Processing, Crime Scene Photography, Handling and Care of Physical Evidence, Using Cast and Molds, Locating and Lifting Prints, Trace Evidence, Identifying Suspects with Composites Methods of Investigation: General, Murder, Robbery, Stalking, ID Theft, Rape, and Other Related Types of Crimes, Controlling the Crime Scene, Fingerprints Classification, Biological Evidence Criminal Investigations, Crime Scene Dynamics and Technology Crimes.

Miami Carol City Sr. High
High school Diploma

MEMBERSHIPS AWARDS

Deans List, Presidents List, Salutatorian, Everest Ambassador &
Chef David's Kids Wish Grant Foundation

TRAINING

FDIAI Training in Entomology, Photogrammetry, and Dental Forensics

LANGUAGE

Fluent in English and Moderate in Spanish