

Lyns Jean-Baptiste

Intern - Somerville District Court

Malden, MA 02148

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I am a very motivated and highly qualified professional in search of employment to utilize my skills in the legal field as a criminal justice undergrad

Authorized to work in the US for any employer

WORK EXPERIENCE

Intern

Somerville District Court - Somerville, MA - June 2015 to Present

As an intern at the Somerville District Courthouse, I started out working in small claims where I would file and organize the small claims by docket number. As I gained more experience I got to use MASSCOURTS to enter small claims hearings and create dockets. Later on I interned with the probation department where I was gathering folders for the PO and updating the folders of probationers whose review dates were quickly approaching. I would conduct initial interviews with probationers and fill out an ORAS so the PO, when he got to the file, would have an idea on how to provide assistance to the probationer. I would also set up check in times for probationers and follow up with them over the phone to see if there was anything that they may have needed or were having trouble with.

Youth Director

Haitian Coalition - Somerville, MA - May 2015 to Present

As the youth director for the Haitian Coalition of Services, my duties are to find activities and meetings that would make the youth more active in their communities. We offer wide range of services not only to the youth, but everyone in the community. Some of my responsibilities in that aspect are trips for children, field days, computer classes, and job searches for teens and young adults. I meet with the executive director once a week to discuss projects, schedules, deadlines, and future involvements, and we have board meetings every first Saturday of the month.

Intern

Roxbury Trial Court - Boston, MA - May 2015 to July 2015

Part of my duties as an intern at the Roxbury Trial court was to do indigent intakes on the new arrests or people who were coming to the court for a trial date. These intakes would have to be signed off by one of the probation officers and advanced for court. As part of advancing intakes, I had to retrieve the dockets and file folders, so it can be brought before the judge so he or she can get a better understanding of the person's criminal report and how to make their ruling. I also had to keep communication between the probation officers and the probationers.

Security Officer

Palladian Services, LLC - Boston, MA - December 2010 to April 2012

As a security officer at Palladian, I had to monitor CCTVs and ensure the property was secure. At the end of every shift, I had to do a shift report for the office, and update the next shift on any activities or changes that was going on. Often times I was communicating between the team and management and making sure everyone was on the same page. Anytime there was an incident, the site managers and anyone involved would have to do an incident report detailing the what happened in detail including the date time and location of the incident.

EDUCATION

B.A. in Criminal Justice

University of Massachusetts - Boston, MA
2013 to 2016

A.S. in Criminal Justice

Roxbury Community College - Boston, MA
2010 to 2013

General Education

Somerville High School - Somerville, MA
2001 to 2005

MILITARY SERVICE

Service Country: United States

Branch: Army

Rank: Specialist

July 2005 to June 2010

I was a team leader in the Engineer Corps of the United States Army. As a team leader I was tasked with further training of the soldiers that were in my team and often times would supervise the squad in any mission we were assigned. I had to maintain a professional attitude at all times and draft monthly soldier reports that had to be signed by the soldier, myself, and the platoon sergeant before being brought to the First Sergeant. During deployments, I was a Truck Commander of our vehicle, which means I was responsible for signing off on the vehicle inspections, communications within the convoy and truck, and making sure that our vehicle was staying alert and doing their job. On the Forward Operating Base, I was in charge of the Entry Control Point and would have to monitor everyone that was coming into the FOB whether they were Alliance Forces, local nationals, Afghan National Army, etc. During our time at the ECP, we were praised by the Tundra Commander for our superior work and security in enrolling local nationals, setting up Standard Operating Procedures, and finding red listed local nationals attempting to enter the ECP using the Biometrics Automated ToolKit.

Commendations:

Army Good Conduct Medal, ISAF/Nato Medal, Certificate of Appreciation from Tundra Securities Canada,

AWARDS

Army Good Conduct Medal

Army Commendation Medal

Dean's List

GROUPS

Haitian Coalition of Services

Haitian America Society; Boston Chapter

Veteran Students Union; UMass Boston

Phi Theta Kappa

ADDITIONAL INFORMATION

Skills

- Establish and implement Standard Operating Procedures
- Ability to work under pressure
- Effectively lead a team, group, or section
- Knowledge in the Biometric Automated Toolkit (BAT)
- Great writing and verbal communications skills
- Implement ideas for better and tighter security
- Proficient in Microsoft Word, PowerPoint, and Excel
- Knowledge of CourtView
- Outstanding interpersonal skills