Silvia Romero

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(972)916-1497

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**Qualifications:**

Deputized for Dallas County able to certify document for court and Attorneys ect. Bilingual fluent in Spanish, type 45 wpm, 10 key by touch. Utilized the following applications Microsoft word, Excel, Forvus Odyssey, AIS, and Onbase.

**Education:**

1990-1993: High school diploma

2006- 2007: Court reporting Institute of Dallas

**Experience:**

**Dallas County**

Dallas, Texas

December 2004-January 2016

Responsibilities included: compiled and maintained all defendant data, also responsible preparing and mailing summons, citations, subpoenas, warrants. Collected payment from defendant and Bonding Companies. Maintained and uploaded files into paperless system. Created dockets and calendars for Judges Attorneys and Liaisons.

**Corner Stone Chase Apartment**

Dallas, Texas

September 2000-December 2004

Responsibilities included: greeted all prospecting customers answered all calls as well as process all applications. Dispatched calls to Maintenance Tech. Listen and helped resolve issues with tenant. Do final walk through apartment with tenant.  Assisted Manager and Assistant Manager in other duties. Collected tenant monies

**Donald Richard Jones Attorney at Law**

Dallas, Texas

June 1994 - September 2000

Responsibilities included: Greeted all clients, organized calendars and scheduled litigation and clients appointments. Composed and mailed out notices kept all clients files organized, answered and screened all incoming call for potential. clients.