

## EXECUTIVE SECRETARY TO THE COMMISSIONER

### Objective

Hardworking, highly motivated and high-performing professional seeking a rewarding job in the legal field.

### Skills

- Litigation
- Excellent Customer Service
- Reviewing Contracts
- E-Filing and Docket
- Anticipating Needs of Superior
- Triage Workloads
- Training and Development
- Service Quality Improvement
- Leadership and Communication
- De-Escalation Skills
- Drafting Legal Documents
- Project Management and Planning

### Core Accomplishments

- Specialized in contempt, appeal and set-aside actions. As the docket specialist I staffed cases with the AAG, drafted orders and gave counsel in regards to Child Support guidelines, policies and procedures. I pulled files for dockets, performed calendaring duties, and prepared the cases for hearings.
- Achieved the highest amount of legal actions for a Child Support Case Manager in the State of Oregon at 662 in 2013.
- Spearheaded the Guidelines Order Processing Team. I created nearly 300+ orders for my branch in a short period of time.
- Rolled out the work group for E-Signatures. My ideas on how to create digital signatures on our administrative and judicial orders were used and instituted through the work of this pilot group.
- Developed and launched the final system to process our workload onto the new e-filing system that was rolled out in Oregon through E-Court for the Child Support offices. Due to this, my branch was the only branch in the State of Oregon successfully e-filing documents for the first 4 months of the change over.
- Analyzed, developed and introduced a new system to process and track documents for the Commissioner and Deputy Commissioners. I reorganized and reduced the existing system to a digitally automated and paper free solution.
- Handled all functions related to staff training and orientation.

### Experience

State Of Alaska | Department Of Health And Social Services City , STATE Executive Secretary to the Commissioner 02/1753 Delegated by the Commissioner, perform executive secretarial tasks; relieving the Commissioner of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, the press, and the general public. Anticipate all Commissioner needs by preparing daily, weekly and monthly activities with full accommodation. Book flights, schedule meetings, supervise and hire staff.

State Of Oregon | Department Of Justice City , STATE Docket Specialist, Lead Worker, Trainer and Child Support Case Manager Performed paralegal work within the boundaries of administrative and judicial law by creating, signing and enforcing Child Support orders as an administrator of the State of Oregon. I served as the sole Contempt and Appeal Specialist in my branch. I appeared in Multnomah County to represent the Branch for all contempt, appeal and ex parte case proceedings alongside the Assistant Attorney General (AAG). I staffed cases with the AAG, drafted orders for the AAG and gave counsel in regards to Child Support guidelines/policies and procedures. I pulled files for dockets, performed calendaring duties, and prepared the cases for hearings.

Garfield County Colorado | Community Corrections City , STATE Criminal Justice Officer 02/1753

Develop plans to reduce the likelihood that released inmates will commit new crimes. Prepare reports on offenders' criminal histories and assess what services and supports offenders may need upon release. Assist in drafting rehabilitation plans. Supervise multiple offenders with large caseloads. Delegate work throughout the facility to maintain order and structure.

Garfield County Colorado | Sheriff's Office City , STATE Deputy Sheriff Detentions 02/1753 Responsible for maintaining security and discipline of inmates. Patrolling and monitoring floors, dorms, and recreation areas. Receiving and releasing of prisoners. Securing prisoner property, preparing and maintaining reports, and performing other duties as assigned.

Wax Web Studio LLC City , STATE Web Designer and Graphic Artist 02/1753 Developed websites for small businesses in the local area.

Implemented and launched business identity products including vehicle vinyl, business cards, clothing and other advertisement mediums. Maintained websites, reorganized advertisement structure with market and culture changes, reviewed costs and assessed system troubleshooting issues.

### Education and Training

Associate of Applied Science 2005 City , State In Progress

Certification : Criminal Justice 2009

### Technical Skills and Qualifications

- C.P.I Crisis Prevention Intervention Counseling and Motivational Interviewing
- Legal Software Systems: LexisNexis Accurint, E-Court, Odyssey, E-Filing, Lightning Docs, TRACS, OJIN/OECI, CCIC/NCIC, IForms
- Office Systems: Microsoft Word, Excel, Outlook, SharePoint, Lync, OneNote, numerous desktop support systems
- Desktop Publishing Software: Photoshop, Illustrator, HTML, CSS, Java, Drupal, Joomla, EZContent, WordPress, Dreamweaver