

## Contact

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## Top Skills

Legal Assistance  
Family Law  
Legal Writing

## Certifications

Registered Nurse

# Tami Scott

New Grad licensed RN seeking employment in an acute care Hospital  
Rancho Cucamonga

## Summary

Recent New Grad RN seeking a position in an acute care hospital.

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## Experience

County of San Bernardino  
Child Support Officer  
February 1999 - June 2017 (18 years 5 months)  
Ontario, CA

Conduct interviews by phone and in person to obtain, verify and give pertinent information. Call center experience answering/handling multiple phone lines and referring public to appropriate individual/agency. Generate legal, criminal and civil documents for filing with Superior courts. Appear in Superior Court to assist Child Support Attorneys and testify as needed for the Department. Personally serve legal summons/contempts/subpoenas on the public/employers. Write detailed, concise and accurate notes/reports to document case facts and pertinent information. Provide excellent customer service to the public, staff, court employees, in house and private Attorneys. Ability to remain calm and in control of any situation when dealing with difficult customers/public. Act as legal assistant to assist Child Support Attorneys by obtaining court dates, preparing legal responses & correspondence etc. Conduct locate investigations using systems such as Sheriff's, Employment Development Department (EDD), Welfare, credit reporting and Department of Motor Vehicles (DMV). Vast knowledge of State/Federal & interstate Civil & Family Law codes. Ability to operate standard office equipment. Excellent computer skills in systems such as word, excel & powerpoint. Participant in Child Support Services Community Outreach program by speaking/presenting information in prisons, businesses, HR departments and County fairs/job fairs.

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## Education

Chaffey College

ADN, Registered Nursing/Registered Nurse · (2018 - 2020)

Chaffey College

Associate of Science, Social Behavioral Sciences · (1989 - 2012)

Etiwanda High School

High School Diploma, High School/Secondary Diplomas and  
Certificates · (1984 - 1988)