

# MIA TAYLOR Deputy Clerk

## PROFESSIONAL SUMMARY

Accomplished Deputy Clerk with 10 years of experience in court administration and document management. Expert in processing legal documents, ensuring compliance, and providing exceptional service to the public and legal professionals. Committed to enhancing operational workflows through strong organizational skills and attention to detail, contributing to a seamless judicial process.

# WORK EXPERIENCE

#### Deputy Clerk

m Mor / 2018-Ongoing

WidgetWorks Inc.

# Derriver, CO

- Prepared court calendars and dockets using advanced software to ensure timely case management.
- Accurately recorded case dispositions and court orders, maintaining detailed documentation.
- Responded to public inquiries regarding court procedures, enhancing community relations.
- Drafted and issued court orders, including probation and sentencing documents, with precision.
- Composed detailed records of court proceedings, ensuring compliance and accuracy.
- Guided parties through judicial processes, clarifying forms and procedures.
- Conducted file searches and coordinated with witnesses and attorneys to gather necessary information.

#### Deputy Clerk

Lokeside Apparel Co.

Mar / 2015-Mar / 2018
# Chicago, B.

- 1, Delivered exceptional customer service in a busy court environment.
- Assisted callers with civil court inquiries, providing accurate information.
- Utilized court databases to retrieve and update case records efficiently.
- Entered and scanned legal documents into the digital system, ensuring data integrity.
- Executed mass mailings for court notifications and updates promptly.
- Performed general office duties, enhancing overall operational efficiency.

# **EDUCATION**

Associate of Applied Science in Legal Studies

m 2012

2:085

City College

8 Deniver, CO.

Focused on legal terminology, court procedures, and document management.

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#### SKILLS

Clerical Skills

Microsoft Office

Database Management

Customer Service

Research Skills

Public Relations

#### INTERESTS

- Scuba Diving
- E-sports
- co Reading Fiction
- Puzzle Solving

#### STRENGTHS

stewardship

Teamwork

% Tenacity

M Vision

#### C LANGUAGES



0



English

Japanese

Swahill

#### ACHIEVEMENTS

- Streamlined court docket preparation processes, reducing errors by 30%.
- Enhanced public assistance protocols, resulting in a 25% increase in positive feedback.

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