# Objective

# Seeking a position in which my interest in the legal field will be challenged; fostering new career opportunities and enhancing my education while utilizing my customer service, bookkeeping, personal, clerical and general office skills to contribute to greater office efficiency and productivity.

# Education

## Charter College, Anchorage, AK 2010-2011

Associate of Applied Science in Paralegal Studies.

Dean’s List.

## CCSN, Las Vegas, NV 2001-2003

Associate degree of Applied Science as a User Support Specialist in Computers.

# Experience

## Department of Revenue – Child Support Specialist I –Establishment 2014-2016

* Reviews court cases and current income statements from the parents a new support orders.
* Provides accurate interpretative information on the status of cases and the rules and regulations of the division in a professional and courteous manner.
* Prepares proper legal documents pertaining to individual cases to establish, modify or enforce collection of child support obligations. Recommends procedure or action for case resolution, i.e., closure of the case, initiation of garnishment action, negotiation for settlement, modification of child support, or interstate initiation of cases.
* Conducts administrative reviews of cases under appeal and issues decisions.
* Investigates routine delinquent cases to determine and implement the appropri

## Alaska Court System – Judicial Assistant 2014 to present

* Enters case dispositions into CourtView.
* Routes files, screens incoming mail.
* Researches and resolves special problems related to case filings, answering written inquiries.
* Performs data entry into a case management system, serving as back-up to the Legal Technician.
* Prepares and processes filings and orders for signature.
* Types Judges' reports and correspondence.
* Reviews matters under advisement for the Judge.

## Department of Revenue – Child Support Specialist I –Court Modifications 2012-2014

* Reviews court cases and current income statements from the parents, forwarding a recommendation to the court for a new support order and updates child support orders once set by the court.
* Attends court hearings in order to support and explain modification findings with assistance from the Attorney General's Office.
* Works closely with the Attorney General's Office to modify current court orders.
* Provides accurate interpretative information on the status of cases and the rules and regulations of the division in a professional and courteous manner.
* Prepares proper legal documents pertaining to individual cases to establish, modify or enforce collection of child support obligations. Recommends procedure or action for case resolution, i.e., closure of the case, initiation of garnishment action, negotiation for settlement, modification of child support, or interstate initiation of cases.
* Conducts administrative reviews of cases under appeal and issues decisions.
* Investigates routine delinquent cases to determine and implement the appropriate legal, administrative, or judicial enforcement action.
* Conducts searches to locate individuals and assets.
* Communicates with case parties to request satisfaction of their delinquent accounts, seeking total payment of all arrears through voluntary wage assignments or other arrangements to pay child support.
* Conducts interviews with case parties or other state agency representatives to obtain and provide information pertinent to the establishment or modification of a support obligation or establishment of paternity.
* Determines responsibility and ability to pay child support by reviewing financial statements to calculate ability to pay.
* Participates in or conducts special projects of narrow scope to develop and/or improve customer service and program efficiency.

## Attorney General’s Office – Law Office Assistant 2011-2012

* Prepared legal documents and correspondence into final form from typed drafts.
* Prepared legal documents for applicable courts and ensuring correct service is made on all parties.
* Maintained appellate case files.
* Prepared case files for archiving and closing.
* Worked with the Alaska Court System to obtain records, transcripts, and CDs of hearings.
* Met defined deadlines, to work effectively under pressure, and to handle multiple work priorities.
* General support to seven attorneys.
* Electronic filing.
* Filing in Administrative, Federal and State courts.
* Case citation/history research through Westlaw.
* Divorce/child custody filing.
* Redaction/extracting of files in Adobe Acrobat X Pro.
* Calendaring.
* Travel preparation/expense reimbursement and booking for the attorneys.
* Route/screen incoming phone calls and disbursement of mail.
* Schedule attorney’s appointments and conference rooms for meetings.
* Creating, labeling, and organizing written materials for trial.
* Experience working with highly confidential or sensitive information.

# Leadership & Community Service Skills

* Featured in a public service date rape commercial airing throughout Southern Nevada.
* Own and manage a personal business.
* Organized an all-women’s social activity group with over 300 enlisted members locally.
* Performed on Broadway in New York and the strip in Las Vegas with David Copperfield.

# Skills

ProLaw, Excel, Word, Microsoft Office, 10 key, Adobe Acrobat X Pro, Microsoft Outlook, QuickBooks, Powerpoint, type 65 wpm, internet literate.

Erin Reading

To Whom It May Concern,

This letter is to introduce myself and to let you know of my interest in becoming an integral part of your company. My current objective is to gain a position that will fully utilize my education, skills and offer an opportunity for continued professional growth and career development.

The enclosed resume will furnish you with information concerning my overall employment background, training, education and abilities. My job skills are backed up with years of experience and knowledge. I assure you that I can and will successfully fulfill any obligations and responsibilities required in this position.

In each of my previous job positions, I have performed my assignments with a high degree of skill and professionalism.  I am currently serving as a Judicial Assistant to a Superior Court Judge. Is this position I am responsible for entering case dispositions into CourtView; routing files, screening incoming mail; researching and resolving special problems related to case filings, answering written inquiries; performing data entry into a case management system; serving as back-up to the Legal Technician; preparing and processing filings and orders for signature; typing Judges' reports and correspondence; reviewing matters under advisement for the Judge; and cleaning up audit reports.

As a Child Support Specialist for the Department of Revenue in the Court Modification Section, I assist with investigations including conducting informal interviews to determine the income level of the obligated parties; drafting and/or preparing legal pleadings and documents such as routine affidavits; registering foreign orders in the state of Alaska; working hand-in-hand with the attorney general’s office; and appearing in trial and administrative proceedings to modify current court orders when a case party has requested a modification or when one of the dependants open on public assistance or have been placed in foster care.

In addition, I have been fortunate enough to have held a position with the Attorney General’s Office in order to obtain basic legal training and experience. While at the Attorney General’s Office I worked with CINA cases, assisted with the TAPS trial, obtained case records from the courthouse, formatted legal documents and worked under several different attorneys simultaneously. I have earned a paralegal and computer software degree to help support my future employment goals. I have years of office experience and my computer software and legal knowledge would be an asset to your organization. In the past I have proven to my employers to work well under pressure and with intensive deadlines. I have also demonstrated excellent people and accounting skills and have been responsible for lowering receivables from 76% to 7% within a six month period. I personally continue to look for new ways to keep my education viable.

Currently, I have completed the training to become a Court Appointed Special Advocate (CASA) in the Anchorage, Alaska area. I just received my first case and am looking forward to helping make a difference in a child’s life. In these classes I learned how to investigate alleged abuse, the neglect and abandonment of children, interview children and adults regarding allegations of abuse; testify in court the accurate circumstances of cases investigated; and advocate for the individual needs of children.

To address the cover letter requirements, I have used exceptional oral and written communication skills working with case parties and attorneys while at the courthouse and also case parties and Assistant Attorney Generals during my tenure at Child Support. Face-to-face communication and over the telephone interviews have been a large part of my past and current job requirements. I have always had a good relationship with my co-workers and personnel of all levels. I believe in treating other with respect and honesty. When a client becomes hostile or angry I understand that in most cases they are simply asking to be heard and know that someone is listening to their concerns. The documents I have been privy to have involved highly confidential information and have always been held to the highest standard of privacy. As a Child Support Specialist and a Judicial Assistant, large caseloads are a daily occurrence and I handle them with a positive and organized manner.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of my companies’ goals. My positive attitude and willingness to give 150% has made me a valuable asset to past organizations that have employed me. Consequently, I am confident that my skills will be an asset to you and will have a favorable impact on your organization.

Sincerely,