JESSICA

Email Address: Jessica.47530@2freemail.com

**Objective:**

**To obtain employment in a diverse work environment that will enable me to contribute to the company’s goals by utilizing my educational background, work experience, skills, ability to work well with people and positive work attitude.**

**EDUCATIONAL BACKGROUND**

**Bachelor of Laws (Ll.B)**

**University of the Cordilleras**

**Baguio City, Philippines**

**SY 1999-2003**

**Bachelor of Arts major in Political Science**

**Baguio Colleges Foundation (now known as University of the Cordilleras)**

**Baguio City, Philippines**

**SY 1982-1987**

**EMPLOYMENT HISTORY**

**Acting Branch Clerk of Court (August 2004 to May 2013)**

**Regional Trial Court, Branch 59**

**Baguio City, Philippines**

**Duties and Responsibilities:**

**Serves as the Administrative Officer of the Court, subject to the control and supervision of the Presiding Judge;**

**Attends all the sessions of the Court as the Branch Clerk of Court and sometimes as Court Interpreter;**

**Supervises the management of records of cases to be heard and assists the Presiding Judge in the preparation of simple legal documents and other documents such as the preparation of the notices of hearing, monitoring Court calendar, reports, minutes, monthly reports, inventory of cases, index of exhibits and paging of records of cases;**

**Performs general and legal researches; and**

**Works on administrative functions as follows:**

**Scheduling and coordinating meetings, interviews, hearings and other similar activities**

**Coordinates with lawyers, litigants and staff members on behalf of the Presiding Judge**

**Preparing meeting minutes and meeting notes**

**Maintaining the office files and document precedent system**

**Provides office orientation for new employees**

**Sending out and receiving mails and packages**

**Manages the monitoring and maintenance of office equipment and machines as well as keeping office supplies inventories**

**Legal Researcher II (April 2003 – July 2004 promoted to the position of Acting Branch of Clerk of Court)**

**Regional Trial Court, Branch 59**

**Baguio City, Philippines**

**Duties and Responsibilities:**

**Assisted the Presiding Judge in resolving pending incidents of a particular case by looking up for authorities on questions of law raised by party-litigants;**

**Prepared memoranda on evidence adduced by the parties after the hearing to be used by the Presiding Judge in the preparation of judgment;**

**Assisted the Presiding Judge in the preparation of simple legal documents;**

**Worked on general and legal researches; and**

**Performed administrative duties as required from time to time.**

**Clerk III (January 1991 – March 2003)**

**Office of the Clerk of court, Regional Trial Court**

**Baguio City, Philippines**

**Assisted the Clerk of Court in maintaining the integrity of the dockets books of the Court;**

**Maintained a systematic filing of all case records;**

**Prepared all court notices;**

**Assisted in the release of all court notices; and**

**Performed general administrative functions and performed other clerical tasks.**

**PROFESSIONAL MEMBERSHIP**

**Court Legal Researchers Association of the Philippines**

**Clerks of Court Association of the Philippines**

**Philippine Association of Court Employees**

**SKILLS**

**Excellent organizational skills**

**Proficient in using MS Office Applications (MS Word, MS Excel) and the internet**

**Excellent time management skills**

**Proficient in English both oral and written**

**Outstanding legal research skills**

**Accuracy and attention to detail**

**HOBBIES: Reading and doing research works**