

Magdalene Banion

Court Clerk

✉ magdalene.banion@gmail.com

☎ (998) 640-3553

📍 123 Maple Street, Wichita, KS 67202

EDUCATION

Associate of Applied Science in Court and Judicial Support at Johnson County Community College, Overland Park, KS

Aug 2018 - May 2022

Relevant Coursework: Legal Terminology, Court Procedures, Judicial Administration, Legal Transcription, Case Management, Criminal and Civil Law, Legal Research and Writing, Ethics in the Legal Profession, and Alternative Dispute Resolution.

LINKS

[linkedin.com/in/magdalenebanion](https://www.linkedin.com/in/magdalenebanion)

SKILLS

Transcription

Docketing

Recordkeeping

Legal Research

Case Management

Document Drafting

Courtroom Etiquette

LANGUAGES

English

Japanese

PROFILE

Dedicated Court Clerk with 1 year of experience providing efficient administrative support to legal proceedings. Proficient in managing court records, preparing dockets, and liaising with attorneys, judges, and other court personnel. Demonstrates strong organizational skills, attention to detail, and a commitment to maintaining confidentiality. Adept at working in fast-paced environments and adapting to changing priorities while maintaining professionalism and accuracy.

EMPLOYMENT HISTORY

● Court Clerk at Unified Government of Wyandotte County Clerk's Office, KS

May 2023 - Present

- Successfully managed and processed over 5,000 court documents per month, ensuring the timely and accurate filing of all legal paperwork for the Unified Government of Wyandotte County Clerk's Office.
- Reduced processing time for court documents by 20% by implementing a new digital filing system, which increased efficiency and allowed for faster access to records for judges, attorneys, and other stakeholders.
- Trained and supervised a team of 10 junior clerks, resulting in a 15% decrease in document processing errors and a more streamlined workflow for the entire office.

● Deputy Court Clerk at Sedgwick County District Court Clerk, KS

Sep 2022 - Apr 2023

- Successfully managed the processing of over 5,000 cases annually, ensuring timely and accurate documentation and communication with all relevant parties.
- Streamlined the court filing system by implementing a digital record-keeping system, reducing paper usage by 40% and increasing overall efficiency in the office by 25%.
- Trained and supervised a team of 10 clerks, resulting in a 15% increase in productivity and a 20% reduction in errors in case management and documentation.

CERTIFICATES

National Center for State Courts (NCSC) Certified Court Manager (CCM)

Nov 2021

National Association for Court Management (NACM) Certified Court Executive (CCE)

Dec 2019

MEMBERSHIPS

National Association for Court Management (NACM)