

Amariya Jerrel

Process Server

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📍 1234 Desert Vista Dr,
Albuquerque, NM 87120

Education

Certificate in Process Serving at New Mexico Process Server Academy, Albuquerque, NM

Aug 2017 - May 2022

Relevant Coursework: Process
Server Fundamentals, Rules
of Civil Procedure, Skip
Tracing Techniques, Affidavit
Preparation, and Client
Communication Strategies.

Links

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

Skills

Surveillance

Skip tracing

Document preparation

Time management

Conflict resolution

Legal knowledge

Communication

Languages

English

Russian

Hobbies

Photography

Profile

Diligent Process Server with 1 year of experience in ensuring the efficient and accurate delivery of legal documents. Adept at handling high-pressure situations, maintaining strict confidentiality, and navigating complex legal procedures. Demonstrated success in providing outstanding customer service and fostering strong relationships with clients and legal professionals. Committed to continuously developing knowledge of laws and regulations to excel in this role.

Employment History

Process Server at Ace Process Service, NM

Apr 2023 - Present

- Successfully served over 500 legal documents within a year, contributing to Ace Process Service's high success rate and client satisfaction.
- Expedited the service of process for 50 time-sensitive cases in a month, ensuring clients met their court deadlines and boosting the company's reputation for efficiency.
- Reduced the average number of attempts per service from 3 to 2 through effective investigative techniques, saving the company time and resources on each case.
- Maintained a 98% successful service rate throughout the year, surpassing the industry average and solidifying Ace Process Service's position as a top provider in New Mexico.

Assistant Process Server at New Mexico Process Servers, NM

Sep 2022 - Mar 2023

- Successfully served over 300 legal documents within the first year of employment, ensuring timely and accurate delivery to all involved parties.
- Efficiently managed and organized a caseload of over 75 cases simultaneously, maintaining a 95% success rate in serving papers within the required time frame.
- Streamlined the process server route planning, reducing travel time by 20% and increasing overall productivity.
- Trained and mentored three new process servers, contributing to their successful integration into the team and improved service rates.

Certificates

National Association of Professional Process Servers (NAPPS) Certification

Oct 2021

Certified Process Server (CPS) by the Texas Process Servers Association

Dec 2019

Memberships