

# Aaliyah Johnson

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## SUMMARY

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Detail-oriented Court Clerk with over 5 years of experience in legal administration and courtroom support. Proven track record of enhancing court operations through efficient record management and comprehensive case preparation.

## EXPERIENCE

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### Court Clerk

Jan 2022 - Present

*Fulton County Superior Court, Atlanta, GA*

- Streamlined case filing process, reducing average processing time by 30%, resulting in a more efficient court schedule.
- Managed over 200 case files weekly, ensuring accuracy and compliance with legal standards.
- Implemented digital record-keeping system that decreased physical storage needs by 50%.

### Deputy Court Clerk

Apr 2018 - Dec 2021

*Cobb County Magistrate Court, Marietta, GA*

- Assisted in the preparation of court dockets, improving the accuracy of courtroom schedules by 20%.
- Resolved over 150 inquiries weekly from the public regarding case status and court procedures, enhancing community relations.
- Trained 5 new clerks on protocols and software, leading to a 40% reduction in onboarding time.

### Legal Assistant

Jun 2016 - Mar 2018

*Law Offices of Smith & Associates, Atlanta, GA*

- Supported attorneys in trial preparation, resulting in a 15% increase in successful case outcomes.
- Maintained and organized legal documents, improving retrieval times by 25%.
- Conducted legal research which contributed to winning a significant case worth \$500,000.

## EDUCATION

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### Bachelor of Science in Criminal Justice

May 2018

*Georgia State University, Atlanta, GA • GPA: 3.7*

## SKILLS

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**Technical Skills:** Case Management Software, Legal Research Tools, Document Management, Microsoft Office Suite

**Tools & Frameworks:** CCMS, Westlaw, Adobe Acrobat