

# CINDY TAPIA

308 Ave G, Abernathy, Texas 79311

## EDUCATION

### **South Plains College, SPC**

Lubbock, Texas

*Award:* (in Progress) Associates in Applied Science in Paralegal Studies August 2018- present

*Activities:* Two Year Program; Paralegal Studies- Legal System and Procedural Law

### **New Mexico State University**

Las Cruces, New Mexico

*Awards:* Certified First Responder

August 2005-Dec 2006

*Activities:* Criminal Justice, Psychology

### **Additional Certifications:**

**Mediator for the State of Texas**

Certified: May 2019

**Public Notary, State of Texas**

Certified: September 2010

**Process Server, State Certified**

Certified: February 2018

*TJBCC Certificate no: pcs-13577*

**Nominee: Certified Court Interpreter**

**TJBCC certification results pending**

## PROFESSIONAL EXPERIENCE

### **The Law Office of Rod Hobson and Kris Espino**

Lubbock, Texas

Legal Secretary

September 2010- Present

Criminal Defense Law Office

### **The Law Office of Rod Hobson and Ben Webb**

Legal Secretary

Lubbock, Texas

Criminal Defense and Family Law Office

September 2010- July 2014

### **AT&T Mobility**

Customer Service Representative

Lubbock, Texas

Inbound Mobility Call Center

September 2009 – August 2010

## WORK EXPERIENCE

Customer Service   Criminal Defense Law   Civil Forfeitures   Legal Research

Family Law   Occupational Driver Licenses   Immigration Law

Proficient in E-Filing: Federal E-filing: Pacer System. State and Local E-filing Services

Proficient organizational / Office management skills:

Mycase.com   Wistia.com   Drop-box.com   Sharefile.com

Microsoft / Apple operating systems   Multi-Line Telephone Systems

Transcription Experience: Discovery, video analyzing, client / witness interviews.

Client in-take: Case set up, billing, collections, attorney / client schedule management.

Tri-Lingual: English/Spanish/French - Document Translation and Consecutive verbal Interpretation (Spanish/English)