CINDY TAPIA

308 Ave G, Abernathy, Texas 79311 (806) 319-2748 cindytapia.paralegal@yahoo.com

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)