

# *Edna K. Hamilton*

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## **OBJECTIVE**

Seeking a position to contribute my legal and clerical skills.

## **PERFORMANCE SUMMARY:**

Responsible individual with a keen sense of meeting the clerical needs of member of the judiciary system. Self-motivated and resourceful with 20+ years of extensive experience in preparation of court documents, entering/updating records. Developed interpersonal skills, having dealt with a diversity of professionals, clients and staff members. Computer skills include: Microsoft Office (Word, Excel, Access, PowerPoint, Publisher), Outlook, Corel Office Suite (WordPerfect), Adobe, QuickBooks, Internet Explorer, US District Court, Supreme Court and Third Circuit ECF filing. Working knowledge of legal terminology and proceedings and general law. Functional knowledge of preparing records and docket management systems.

## **CORE COMPETENCIES:**

- Progressive professional legal secretarial/paralegal experience
- Data entry
- Self-motivated
- Function well in high-pressure atmosphere
- Adept at working independently and as a team member.
- Adapt easily to new concepts and responsibilities.
- Customer Service
- Detail oriented
- Case filing
- Scheduling dates
- Bi-lingual | Spanish
- Notary Public

## **PROFESSIONAL EXPERIENCE:**

SUPERIOR COURT OF THE VIRGIN ISLANDS, DIVISION OF ST. CROIX  
Probate Division, Probate Officer II/Interpreter

JULY 2016 - PRESENT

Review probate documents and open cases in assuring contents and documentation requirements are satisfied. Answer inquiries from the general public regarding probate related matters issues. Explain procedures of forms to parties in cases or to the general public. Perform courtroom clerical duties; prepare orders, open case files and forms for court; present files to judges and call calendars; swear witnesses and individuals to various court oaths; take record of proceedings. Attend court proceedings to provide interpreter services in the translation of court proceedings and documents from English to Spanish and vice-versa for use by judges, attorneys, defendants, and the public.

SUPERIOR COURT OF THE VIRGIN ISLANDS, DIVISION OF ST. CROIX  
Jury Division, Court Clerk II/Interpreter

MAY 2015 – JULY 2016

Perform the full scope of procedural court clerical work involved in case processing in the jury trial division. Assist the public on the telephone. Type necessary documentation to provide ongoing and effective support to the jury division. Perform courtroom clerical duties; prepare case files and forms for court; present files to judges; check people in and call calendars; swear witnesses and individuals to various court oaths; take record of proceedings. Attend court proceedings to provide interpreter services in the translation of court proceedings and documents from English to Spanish and vice-versa for use by judges, attorneys, defendants, and the public.

LAW OFFICES OF HUNTER COLE & BENNETT  
Secretary/Paralegal

January 2006 – April 2015

Generate, type, format and edit letters, documents, memo, motions, briefs, and client forms. Assist in drafting foreclosure complaints, demand letters, probate petitions, deeds, wills and help drafting and filing pleadings. Specialized in bank foreclosures maintained by use of electronic platforms. Implemented online billing system and case management for corporate clients. Handle incoming calls, scheduled appointments and maintained case files. Assist with electronic court filings.

LAW OFFICES OF FLAVIA E. LOGIE  
Paralegal

2004-2005

Drafted, reviewed documents in preparation and participation real estate and bank closing. Created legal form documents using MS Word. Assist in drafting foreclosure complaints, demand letters, commercial real estate, closing documents, deeds, wills. Generated, typed, formatted and edited letters, documents, motions, and client forms. Handled incoming calls, scheduled appointments and maintained case files.

JACOBS & BRADY PC  
Secretary/Legal Assistant

1990-1991; 1992- 1998; 2002-2004

Generated, typed, formatted and edited letters, documents, motions, briefs, and client forms. Assisted in daily client interactions. Handled incoming calls, scheduled appointments and maintained case files.

SANFORD AMERLING & ASSOCIATES  
Secretary/Legal Assistant

1999-2002

Generated, typed, formatted and edited letters, documents, motions, briefs, and client forms. Assist in drafting foreclosure complaints, demand letters, and helped in drafting and filing pleadings. Handled incoming calls, scheduled appointments and maintained case files.

GERALD T. GRONER, ATTORNEY-AT-LAW, PC  
Manager/Legal Assistant

1998-1999

Oversee overall daily operations. Control account records, financial reports, and compliance documents. Liaised between outside vendors, suppliers. Generated, typed, formatted and edited letters, documents, motions, briefs, and client forms. Assist in drafting foreclosure complaints, demand letters, and assisted in filing pleadings. Handled incoming calls, scheduled appointments and maintained case files.

## **EDUCATION:**

- American Institute for Paralegal Institute | Ann Arbor, MI (*internet*) | Paralegal Studies | Coursework: Introduction to Law, Civil Litigation, Legal Research and Writing, Tort Law, Family Law, Real Estate Law, Trial Practice
- Speedy Secretarial | Christiansted, VI | Christiansted VI | 1999 | Bookkeeping
- ACS Correspondence School | Legal Secretary | 1993
- CUNY-Brooklyn College | Brooklyn, NY | 1989 – 1991 | Courses in computer programming
- Boys & Girls High | Brooklyn, NY | High school diploma | 1989

## **OTHER EXPERIENCE:**

- Orchid Awareness & Education Group | Founder | President | Coordinate monthly meetings, annual orchid shows and other events | 2017 – present
- Kimberly Orchids and Creations | Owner | Sale of orchid and wooden crafts | 2015 – present |.
- American Orchid Society | Member (2010 to present) | Affiliate Society Committee Member 2015 – present |
- St. George Village Botanical Garden | Host of the Continuing Orchid Education Series at the Garden
- St. Croix Orchid Society | Past President, Vice-President, Secretary, Newsletter Editor | Coordinate monthly meetings, annual orchid shows and other events | 2010 – 2016 |

## **PUBLICATIONS:**

American Orchid Society Guide to a Successful Orchid Show  
American Orchid Society Guide on How to Have a Thriving Orchid Society