

Ericka A Cockett
1639 Rutledge Way
Stockton, CA 95207
(415) 368-6811
ecockett@yahoo.com

Objective: To secure a challenging position which utilizes my previous work experiences, also with the opportunity for advancement.

Employment History

02/2008 – 02/2013	Schiff Hardin, LLP San Francisco Office
Records Management Clerk /Case Assistant	Assist and support several practices with filing, organizing, tracking, retaining, updating and destroying files. Analyzing, classifying, coding, updating and maintaining different record types and media utilizing records management software, creating document indexes of files, filing of incoming documents and the reorganization of existing files, handle daily document and file requests, perform special projects, transfer of files to offsite storage/offices, deposition research and review, trial preparation
10/2007 – 02/2008	9 th Circuit U.S. Court of Appeals
Deputy Clerk	legal clerical support work requiring a thorough knowledge and understanding of court functions, policies and procedures within the area assigned; review documents, research discrepancies and verify information; develop calendars, schedule court dates and records dispositions.
11/2000 – 11/2005	New York State Office of The State Controller Employees Retirement System
Retirement Clerk	Confidential position for the validation, proof reading, and processing of legal documents. Development and setup of the mail sort and distribution center, the establishment of pars for the ordering and receiving, calculation of contribution rates, instructor of personnel pods, continuous legal coaching, timely problem solving, special projects group speaker, organization of the work and the encouragement of morale activities.

06/1999 – 06/ 2000

Advantage Schools Inc.
New Covenant Charter School

Site Coordinator

Plan, administer, and supervise the development of the temporary and permanent sites. Negotiate and review contract bids, maintain established budgets, insure adherence to state and federal guidelines, also food service program development. Human resource management, hiring of non-teaching staff, student recruitment, special training facilitator including latchkey and literacy programs, council member and community liaison.

Computer Skills

Typing 35 wpm, 10-Key Touch, Access, Microsoft Word Windows7, Excel, Power Point, Legal Coping & Binding

Education

Middle College High School Graduate 1993
Seattle Central Community College 1992-1993
Texas Business School 1993-1994

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To Whom It May Concern:

I am responding to your job announcement. I recently relocated to the Stockton, I believe that I possess the skills and experience that you are seeking. I am tenacious in work habits, and professional in attitude and appearance. I am well-seasoned when it comes to weighing the pros and cons of making important decisions and then implementing them at the right time. I believe that being well organized, confident, and self sufficient, as well as being able to work well with a team, are some of the key factors to maintaining a successful business.

I am extremely used to change, and I have worked in many fast-paced environments. I work extremely well under pressure and am efficient in multitasking. I have several years of development and coordination experience. I have the ability to efficiently expedite service, prioritize assignments and delegate other duties.

In my free time some of my interests are culinary arts and rugby. I also love to spend time doing interior and exterior design. I look forward to hearing from you in the near future.

Sincerely Yours,



Ericka A Cockett