**Ruben J. Roepke**

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**Career Objective:**

To work as a court administrator for "Lexington Civil Court," and ensure no backlogs of trials by proper scheduling and proper allocation of budget for all the departments.

**Summary of Skills:**

* Experienced in managing court's administrative duties
* Strong knowledge of judicial and court proceedings
* Ability to handle bookkeeping and accounting works of courts
* Skilled in balancing and allocating budget appropriately
* Adept in hiring and monitoring activities of court staff
* Proficient in storing details on-going and pending trial cases electronically

**Work Experience:**

Court Administrator

City Civil Court, Lexington, KY

November 2014 - Present

* Planning and overseeing administrative operations of the court
* Planning and allocating budget for smooth functioning of all the departments
* Liaising between court officials and personnel of private and public organizations
* Identifying methods to reduce costs and improving efficiency of the court system
* Supervising and expediting the flow of cases with proper scheduling
* Hiring and evaluating performance of court staff

Court Administrator

District Court, Lexington, KY

April 2013 - October 2014

* Organized, stored, and kept track of cases in process and pending in the court
* Ensured criminal cases are proceeded in a timely manner and involved parties are informed about hearings in time
* Maintained complete and error-free financial and case records
* Developed and implemented effective policies and procedures in the court with consent from judges
* Oversaw maintenance activities of the court premises and issued payments to vendors

**Education:**

* Bachelor's Degree in Public Administration
Lexington University, Lexington, KY
2012

**Reference:**

On request.