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# SEANA WOMAC

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## PROFESSIONAL SUMMARY

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Ambitious worker driven to provide exceptional administrative support and customer service. Strengths include legal research, time management and information gathering. Professional Customer Service Agent possessing excellent analytical and problem-solving skills. Exceptional knowledge of legal terminology. Aspiring paralegal motivated to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth.

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## SKILLS

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- Skilled in MS Office
- Excellent investigative and reporting skills
- Excellent judgment
- Strong work ethic
- Legal jargon knowledge
- Analytical
- Exceptional writer
- Criminal law knowledge
- Knowledge of Federal, State, and local laws and rules of ethics
- Colorado Rules of Civil Procedure

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## WORK HISTORY

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**Booking/Accounting Technician**, 11/1998 to Current

**Jefferson County Sheriff's Office** – Golden, CO

Thrived in a fast paced office environment. Enjoyed high volume interaction with internal/external personnel of all backgrounds and ethnicities. Prepared court packets. Gathered, revised, analyzed documents for dissemination. Filed, retrieved, and proof read documents for correctness and completeness. Prepared correspondence and reports. Handled and routed confidential information. Used varied data bases and software. Organized and prioritized work flow. Worked well with others with little or no supervision. Made solid decisions and was utilized as a Training Officer for other employees.

**Police Records Technician**, 11/1995

**Aurora Police Department** – Aurora, CO

Searched databases, verified information, handled confidential documents. Created initial money accounts. Worked at public window for purchase of records and reports and other requests. Scanned documents for archival. Updated court papers, entered warrants and performed criminal history checks. Operated a computer aided dispatch terminal to advise police officers of requested information.

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## EDUCATION

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Paralegal Certificate Program, 2013

**Metropolitan State University** - Denver, CO

Received Paralegal Certification

**Associate of Arts:** English, 1988

**Arapahoe Community College** - Littleton, CO

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## ACCOMPLISHMENTS

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Received letter of commendation from Home Land Security, FBI Division regarding the identification and forwarding of information to the proper authorities of a suspected terrorist.

Another commendation from Lakewood Police for aiding Agents with complicated paperwork in a prostitution sweep. I recognized discrepancies in the affidavit to the court and remedied the situation prior to submittal of documents.