

Christopher B. Cooke

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Objective

Seeking a position in a professional environment with growth potential in the San Diego Area

Professional Experience

Caregiver

Brea, CA

- Documentation available upon request

April 2011-January 2014

Orange County District Attorney's Office

Santa Ana, CA; Fullerton, CA

June 2008-April 2011

Office Technician

- Transcribed police interviews of suspects, victims, and witnesses for the Homicide Unit, Sexual Assault Unit, and various other felony cases. Also transcribed 911 calls and interviews needed for confidential investigations. Transcriptions were used for investigative purposes and as evidence in trials where they were subject to scrutiny by the defense.
- Filed charges, updated case files, and closed all types of misdemeanor and felony cases.
- Responsible for pulling daily calendar for the misdemeanor arraignment courtroom and pulling files for add-on cases throughout the day.
- Assisted Deputy District Attorneys and District Attorney Investigators with various clerical tasks.
- Faxed requests for evidence to police departments and other agencies.
- Processed older cases for storage.
- Dealt with public in reception where payments for court fees were collected, evidence given to defense attorneys, and provided information over phone and to walk-in members of the public regarding their criminal case.
- Processed and sorted mail to proper department or person.

HSBC

San Diego, CA

2006-2007

Fraud Claims Representative

- Assistant to the investigators
- Maintained database of open and pending fraud claims.
- Conducted research to locate cars and people for repossession.
- Helped to investigate certain claims of auto finance fraud.

Benchmark Commercial

Encinitas, CA

2005

File Clerk Manager

- Managed file department, made new policy files, updated current files, faxed clerical work to underwriters.
- Main duties were to oversee file department.

Farmers Insurance

San Diego, CA

2004

Insurance Agent

- Licensed agent, issued new policies, did renewals, took payments, took policy changes, sold life insurance and other products.
- Provided customer service to 3 separate Farmers agents.
- Maintained and managed a new product for more affordable car insurance rates for certain customers who qualified.

Robert Moreno Insurance
Fullerton, CA

2000-2002

Customer Service

- Working under their license, duties included issuing new policies, renewals, accepted payments from customers, and policy changes.
- Provided customer service

Education

San Diego State University
Bachelor of Arts- Political Science

Graduated December 2007

Licenses Held

Resident Insurance Producer

Status: Inactive

License #0E85265

License Type: Casualty/Property Broker-Agent