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Sherri K. Thompson

Objective

Seeking a position where my skills and experience can be effectively utilized.

Experience

May, 2011 - Present | Adams County Courthouse | Brighton, CO

Judicial Assistant

- Assisting customers with obtaining and completing legal documents
- Working Customer Service Window, Receipting payments and balancing cash drawer, Scanning, uploading, routing and maintaining case files for Restraining Orders, Evictions, Name Changes
- Responsible for Small Claims electronic and paper filings. All Small Claims questions, Uploading documents, Verifying jurisdiction and adding dates to court calendar

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Apr, 2010 to Jan, 2011 | Everest College | Denver, CO

Student Finance Planner

- Conduct preliminary financing interview with new students
- Review financial applications for accuracy; Track and maintain files
- Advise and provide customer service to new enrollments

Apr, 2004 to Apr, 2010 | South Elementary School | Brighton, CO

Instructional Para

- Small group instruction
- Follow teacher instruction and create lesson plans
- Working with students in academic and personal settings

May, 1997 to May, 2001 | Rocky Mountain College of Art & Design | Denver, CO

Financial Aid Director

- Manage all aspects of the Financial Aid Office
- Manage staff of four including performance reviews, scheduling, discipline and development
- All reporting requirements

Education

Sept, 1984 to Aug, 1988 | University of Northern Colorado | Greeley, CO

Bachelor of Science

- Business Administration-Marketing

References

Attached