

Ikeyla J. Knight

Objective

To obtain a position that will allow me to demonstrate my leadership, organizational and administrative skills.

Experience

2014 - 2018 U.S. District Court- Probation Office Washington, DC

Probation Assistant

- Provide clerical and administrative support to U.S. Probation Officers
- Draft, edit, and distribute court memo's, letters, and case files using Microsoft systems
- Data entry and electronic file maintenance through PACTS and CM/ECF systems
- Maintain and properly dispose of confidential documents
- Complete and process travel vouchers for staff
- Monitor public email box and process and distribute requests
- Greet and assist offenders, attorneys, and judges entering the courthouse
- Conduct credit checks, background screenings, and fingerprinting using secured databases

2009 - 2014 D.C. Superior Court- Landlord and Tenant Branch Washington, DC

Deputy Clerk II

- Communicate constantly, both written, orally, and electronically, with judges, the public, clerks, U.S. Marshals, and attorneys
- Data Entry
- Cash Handling and account maintenance
- Heavy Filing
- Create and reproduce memos and correspondence using Microsoft systems, and distributing them amongst supervisors, staff, and the public
- Prepare, assemble, and display public information packets
- Receive and properly distribute incoming mail
- Assign daily duties to staff

2007-2009 Document Technologies, Inc. Washington, DC

Evening Lead Supervisor

- Supervised an evening staff of 3
 - Assigned duties and ensured they were all executed by the close of business
 - Received and distributed incoming, mail, packages, food, and electronic faxes
 - Reproduced documents and prepared filings to be shipped out
 - Set up conference rooms for meetings and events
 - Received and responded to customer complaints and requests
 - Performed and controlled supply inventory and ordering
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2007-2007

BarBri Bar Review

Washington, DC

Customer Service Representative

- Received and responded to customer inquiries
- Established customer online accounts and handled online and telephone payments
- Financial account maintenance
- Documented meeting minutes
- Maintained the Director's emails, personal calendar, and telephone messages

Education

2003-2006

Gwynn Park High School

Brandywine, MD

Obtained Diploma

References

References are available upon request.