



Camryn Mata

Indirect Clerk, Adult Probation Support

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STRENGTHS

- 📁 **Case Record Accuracy**
Checked every simulated file against a faculty rubric, catching missing items before review and building confidence in record completeness.
- ♥ **Court Document Quality**
Proofread motions, reports, and correspondence carefully. A final review habit helped keep classroom filings clear, consistent, and ready.
- 📌 **Exception Routing**
When a supervision condition needed attention, recorded its status and prepared a concise referral note for timely faculty review.
- 👥 **Client Service**
Role play conversations made payment reminders and document requests feel respectful, clear, and easier for clients to follow.
- 💬 **Bilingual Communication**
Used English and Spanish practice dialogues for scheduling and routine questions, helping communication stay welcoming and practical.

SKILLS

- Case Records Court Order Tracking
- Data Entry Fee Tracking
- Indirect Supervision
- Bond Documentation
- Legal Formatting Reports
- Correspondence Confidentiality
- CJAD Concepts Microsoft Office
- English Spanish
- Program Tracking

SUMMARY

Early career criminal justice graduate with supervised academic experience supporting adult community supervision records, **pretrial bond documentation**, indirect supervision workflows, data entry, and court connected administration. Coursework and practical projects covered **court order tracking**, programming progress, client fee records, exception routing, confidentiality, and accurate case notes. Prepared reports, correspondence, mock **legal motions**, manuscripts, and case summaries with careful proofreading for grammar, punctuation, spelling, and formatting. Built structured case files for 28 simulated cases and presented a documentation workflow to a 16 student seminar. Microsoft Office training supports dependable spreadsheet and document work. Bilingual English and Spanish communication supports respectful routine client interaction. Ready to contribute organized, precise **administrative support** within a court service setting.

EDUCATION

Bachelor of Science in Criminal Justice

Texas State University 🎓 GPA: 4.0 📅 2026 📍 San Marcos, TX

Coursework: *Criminal Justice Methods, Community Supervision, Court Documentation, Criminal Justice Records*

TECHNICAL SKILLS

- **Case Management:** Case records, case indexes, case notes
- **Court Documentation:** Court orders, legal motions, client notices
- **Community Supervision:** Pretrial bond, indirect supervision, compliance tracking
- **Records Quality:** File audits, document control, quality checklists
- **Data Entry:** Training databases, demographic data, status entry
- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Office
- **Payment Records:** Fee tracking, overdue balances, delinquency notes
- **Reporting Tools:** Reports, memoranda, case summaries
- **Communication:** Correspondence, English, Spanish
- **CJAD Training:** CJAD requirements, department training, supervision fundamentals

EXPERIENCE

Capstone Student, Adult Community Supervision

Academic Research 📅 January 2026 - May 2026 📍 San Marcos, TX

Completed supervised capstone work simulating administrative support for adult supervision cases, court conditions, program milestones, payment records, and referral procedures. Presented workflow findings to a 16 student seminar.

- Simulated **administrative support** for 28 adult supervision cases with varied court conditions and reporting schedules.
- Built mock case files containing **court orders**, contact notes, program status, and fee information.
- Tracked supervision conditions and **programming** milestones, recording exceptions for faculty review.
- Created a fee status worksheet supporting reminders, delinquency documentation, and policy based escalation.
- Prepared **correspondence**, case summaries, and legal motion support documents with detailed proofreading.
- Presented a case record workflow explaining how consistent documentation supports supervision continuity and review readiness.

Student Lab Assistant, Criminal Justice Records

Student Lab 📅 August 2025 - December 2025 📍 San Marcos, TX

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Capstone Student, Adult Community Supervision at Academic Research (4 Months)
- Student Lab Assistant, Criminal Justice Records at Student Lab (4 Months)
- Research Assistant, Community Supervision Practices at Academic Research (4 Months)

- Performed supervised records and court documentation exercises using simulated cases, training databases, spreadsheets, word processing tools, and bilingual client communication scenarios.
- Entered demographic, case, condition, and program information into a supervised training database.
 - Audited mock files for missing documents and inconsistent entries before instructor validation.
 - Produced **reports**, memoranda, client notices, and legal documents from source materials.
 - Maintained case indexes, appointment information, fee records, and program completion status in spreadsheets.
 - Practiced English and Spanish client communication for scheduling, payment reminders, and document requests.
 - Completed bond and **indirect supervision** scenarios with accurate entry and timely exception routing.

Research Assistant, Community Supervision Practices

Academic Research 📅 January 2025 - May 2025 📍 San Marcos, TX

- Conducted supervised **criminal justice** research on community supervision practices, recordkeeping, court order compliance, program progress, confidentiality, and administrative continuity.
- Researched community supervision practices covering **court orders**, case documentation, program progress, and clerical support.
 - Coded supervision conditions, documentation events, and follow up requirements in a structured spreadsheet.
 - Compared recordkeeping approaches and identified practices supporting continuity between clerical staff and officers.
 - Developed a quality checklist covering required documents, fee status, milestones, and escalation indicators.
 - Prepared a research report with formatted tables, citations, appendices, and careful proofreading.
 - Presented findings and limitations during a classroom discussion on **confidentiality** and documentation.

PROJECTS

Court Connected Case Records Workflow 📅 2026

- Created a structured model for organizing court orders, contact notes, program milestones, fee information, exceptions, and referral notes across simulated supervision cases.
- Supervision Fee Status Tracker 📅 2026
- Built a spreadsheet that organized payment status, overdue balances, client reminders, delinquency notes, and policy based escalation for classroom scenarios.

LEADERSHIP & AWARDS

- Dean's List, Texas State University, 2025
- Criminal Justice Capstone Excellence Recognition, 2026
- Academic Achievement Scholarship, 2024

CERTIFICATIONS

- Community Supervision Fundamentals 📅 2026
- Microsoft Office Fundamentals 📅 2025

PROFESSIONAL AFFILIATIONS

- Criminal Justice Student Association, Peer Study Coordinator
- Campus Peer Mentoring Program, Student Mentor
- Community Service Council, Volunteer Records Coordinator

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST