

Camryn Mata

Indirect Clerk, Adult Probation Support

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📍 San Marcos, TX 78666

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

Performed supervised records and court documentation exercises using simulated cases, training databases, spreadsheets, word processing tools, and bilingual client communication scenarios.

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)

- 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