

Reyna Melendez

Legal Secretary, Prosecution Support

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STRENGTHS

- 📁 **Discovery Coordination**
Tracked receipts and missing records in Excel and SharePoint. A final review often prevented avoidable court preparation delays.
- 🔑 **Court Filing Support**
Prepared ICCES packets and docket updates under pressure. Colleagues relied on clear status notes when hearing dates changed.
- 🔍 **Records Accuracy**
Built searchable files from reports, evidence references, and witness materials. Attorneys found needed information with less searching.
- 🗣️ **Clear Communication**
Answered callers and visitors with calm procedural guidance. Routing each question well kept conversations respectful and productive.
- 📋 **Prioritized Administration**
Balanced forms, deadlines, discovery, and requests across active matters. A simple tracker kept urgent work visible each day.

SKILLS

Legal document preparation

Discovery tracking

Criminal evidence records

Docket support Legal terminology

E filing ICCES

Microsoft Office Suite

Adobe Acrobat Pro SharePoint

Records retention

Database maintenance

Court process support

SUMMARY

Legal Secretary with three years of full time legal support experience across criminal and municipal matters. Prepares correspondence, forms, **prosecution materials**, filing packets, exhibit indexes, and searchable records with careful attention to grammar, punctuation, spelling, and confidentiality. Coordinates discovery, criminal evidence records, docket materials, e filing, and court deadlines using **Microsoft Office Suite**, **Adobe Acrobat Pro**, ICCES, SharePoint, and **criminal justice case information**. Communicates clearly with attorneys, police officers, witnesses, defendants, and legal staff by telephone and in person. Maintains accurate databases, retention records, and destruction documentation while prioritizing simultaneous requests. Colorado Notary Public with college level paralegal studies training and practical experience supporting accessible, well organized prosecution files.

EXPERIENCE

Legal Secretary, Municipal and Criminal Matters

Summit Municipal Law Group 📅 November 2024 - Present 📍 Lakewood, CO

Provide prosecution focused administrative support for municipal and misdemeanor matters. Manage legal documents, evidence records, discovery tracking, docket materials, electronic filing, databases, and retention workflows. Partner with attorneys and case participants while protecting confidential information and keeping court preparation accurate.

- Coordinate municipal case **files**, deadlines, discovery status, and hearing materials for attorney review.
- Prepare notices, forms, **correspondence**, exhibit indexes, and filing packets with Word and **Adobe Acrobat Pro**.
- Organize police reports, evidence references, and witness materials for faster attorney retrieval during preparation.
- Track **discovery** production with Excel and SharePoint, resolving missing **records** before scheduled court dates.
- Support ICCES electronic filing and Outlook docket calendars through timely updates with case participants.
- Apply retention and **destruction procedures** to closed matters, preserving required records and audit trails.

Legal Administrative Assistant, Criminal and Administrative Matters

Pine Creek Legal Services 📅 October 2023 - October 2024 📍 Englewood, CO

Supported criminal and administrative case operations through document preparation, records requests, communications, database maintenance, and proceeding support. Maintained structured electronic files and confidential records while routing inquiries appropriately and preserving continuity for legal staff.

- Supported criminal and administrative files through document preparation, communications, records requests, and proceedings.
- Organized searchable PDFs with **Adobe Acrobat Pro**, naming conventions, and structured **SharePoint** folders.
- Drafted routine correspondence and legal **forms** from attorney instructions using accurate English grammar and **punctuation**.
- Maintained Excel trackers for filing dates, records requests, discovery receipts, and follow up items.
- Responded to **telephone** and **in person** inquiries, routing substantive legal questions to appropriate staff.
- Completed confidential filing and records management work under retention requirements for consistent case continuity.

Written communication

Prioritization

LANGUAGES

English Native

Spanish Proficient

MY CAREER



Legal Secretary, Municipal and Criminal Matters at Summit Municipal Law Group (1.9 Years)

Legal Administrative Assistant, Criminal and Administrative Matters at Pine Creek Legal Services (1 Years)

PROJECTS

Criminal Discovery Records Workflow 📅 2024

Improved practical access to prosecution records by organizing discovery receipts, searchable PDFs, evidence references, and follow up tracking. Clear records support fair court processes and help legal teams respond with confidence.

Municipal Filing and Docket Support 📅 2025

Supported reliable public service through coordinated ICCES filing, Outlook calendars, hearing materials, and attorney updates. Accurate preparation gives each court deadline a clear path forward.

LEADERSHIP & AWARDS

- Colorado Notary Public certification earned in 2025 through dependable document verification and public service.
- Recognized by legal staff for accurate discovery tracking, organized records, and dependable court deadline support.
- Selected for trusted handling of confidential evidence records, filing materials, and retention documentation.

EDUCATION

Certificate in Paralegal Studies

Community College of Denver 🎓 GPA: 3.5 📅 2023 📍 Denver, CO

Coursework: Legal terminology, criminal procedure, legal writing, records management

High School Diploma

Lakewood High School 🎓 GPA: 3.5 📅 2021 📍 Lakewood, CO

Coursework: English composition, government, computer applications, business communication

CERTIFICATIONS

- Colorado Notary Public 📅 2025
- Certificate in Paralegal Studies 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint, Outlook
- **Adobe Document Tools:** Adobe Acrobat Pro, searchable PDFs, exhibit indexes
- **Case Filing Systems:** ICCES, electronic filing, filing packets
- **Collaboration Platforms:** SharePoint, structured folders, shared records
- **Records Management:** retention procedures, destruction procedures, audit trails
- **Discovery Administration:** discovery receipts, production tracking, records access
- **Court Administration:** criminal dockets, hearing materials, court processes
- **Legal Documentation:** correspondence, legal forms, prosecution materials
- **Evidence Records:** police reports, evidence references, witness materials
- **Database Tracking:** Excel trackers, case databases, filing dates
- **Communication Channels:** telephone inquiries, in person inquiries, attorney coordination

PROFESSIONAL AFFILIATIONS

- Colorado Notary Public community, supporting accurate document execution and accessible public service.
- Community College of Denver paralegal studies network, sharing practical legal administration knowledge.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST