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City of North Port
Human Resources Department
4970 City Hall Blvd
North Port, Florida 34286

To Whom It May Concern,

I am inquiring about the Deputy City Clerk position that is available with your organization.

I work independently and am eager to learn. I have professional experience working as a paralegal and have experience with the Clerk of the Court along with other local law firms. I have a Bachelors Degree in Criminology and an Associate's degree in Paralegal Studies. I feel that I could bring some good solid work ethics to your Office.

Thank you very much for time and consideration. I will follow with you by mail in a week. Please feel free to contact me if needed.

Sincerely yours,

Kathryn Peto

KATHRYN MARIE PETO

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email: *katypeto@msn.com*

cell: (941) 456.0048

Skills and Accomplishments

- Intelligent, honest, strong work ethic, and demonstrated history of rapid position advancement.
- Excellent relations with management team, and external and internal customers.
- Ability to relate effectively with diverse groups of people and to develop a team atmosphere.
- Professional manner in dealing with conflict, stressful, and confidential personnel matters.
- Self-starter and can work independently.
- Notary Public, State of Florida

Education

SOUTHWEST FLORIDA COLLEGE

PORT CHARLOTTE, FLORIDA

Associates in Arts – Paralegal. June 2011.

Pursued a degree in paralegal studies with concentrations in family and criminal law.

Graduated with membership to *Alpha Beta Kappa* National Honor Society.

UNIVERSITY OF SOUTH FLORIDA

SARASOTA, FLORIDA

Bachelors of Science - Criminology. December 2006.

Pursued a major in criminology with secondary studies in sociology and psychology. Strong interest in public service including criminal justice, geographic profiling, criminal rights and procedures. Other interests include criminal justice administration and juvenile crime.

Graduated with membership to *Pi Gamma Mu* National Honor Society and Deans List from Fall 2004 through Fall 2006.

MANATEE COMMUNITY COLLEGE

VENICE, FLORIDA

Associates in Arts. May 2004.

General education work with preparatory studies in criminal justice, sociology and psychology.

Deans List from Spring 2003 through Spring 2004.

Professional Experience

ALL INJURIES LAW FIRM OF BRIAN O. SUTTER

PORT CHARLOTTE, FLORIDA

Workers Compensation Paralegal. July 2010 – Present. Provide legal and administrative support in a with an excellent client/attorney relationship. This position included management of 150 cases which included but was not limited to preparing legal documents, scheduling court dates with opposing counsel on a busy calendar. Other duties included:

- Performed legal research using Westlaw and other resources.
- Preparation of and electronic filing of all pleadings including motion and orders, stipulations, mediation agreements, demand letters and trial preparation.
- Preparation and execution of settlement documents to ensure all future benefits have been adequately protected.
- Draft legal memorandums and client correspondence.
- Record and log all time for correct billing
- Maintain and ensure all deadlines are met including the statute of limitations.

CHARLOTTECOUNTYCLERK OF COURT

PUNTA GORDA, FLORIDA

Deputy Clerk. October 2008 – July 2010. Major job functions include the preparation and processing of all official documents including traffic citations, crash reports, subpoenas, and other court related documents. The position includes customer service assistance related to collection and payments for court costs, restitution, and assigned probation/supervision. Other duties include:

- Research cases records to attorneys, law enforcement agencies and the general public.
- Responsible for the accurate collection of citations from various law enforcement agencies and ensuring they are scanned into the computer correctly.
- Interlocal coordination with various agencies regarding court dates, clarification of cases, and information from crash reports.
- Disposing of Foreclosure cases and ensuring cases are set for sale for the public auction.
- Administration of abatement process for civil cases as well as filing pleadings to ensure cases are being kept current.
- Assist attorneys with notice of sales, notice of publications, filing fees, reopen fees, and doc stamps so certificate of titles can be issued.

Other Work Experience**PRIDE INTEGRATED SERVICES**

VENICE, FLORIDA

Probation Officer. October 2007 – October 2008. Case manager and supervisor of 150 probationers. Assist with enforcement of conditions of probation as well as ensuring completion of conditions in accordance with their court order. Drafted violation of probation warrants for the Judge's approval, attend arraignments, pleas and motions and violation of probation court hearings. Responsible for making ensuring that jurisdiction is not lost on cases. Other duties included researching Florida Statutes and other legal resources. Worked closely with the State Attorneys' office, court employees, other neighboring Counties probation departments and the local police departments.

WILLOW CREEK APARTMENTS

NORTH PORT, FLORIDA

Leasing Consultant. February 2007 – October 2007. Administrative position involving marketing and client outreach. Other duties include scheduling and promoting resident activities, walk prospective clients through the application process, and handle any resident maintenance problems or complaints. I worked with the local housing departments about the allocation of funds and placement of applicants in affordable housing. Most importantly I was responsible for customer service relations with a primarily elderly population.

Computer Skills

Extensive experience with Client Profiles, Westlaw, Windows and Microsoft-based computer word processing, spreadsheet, and graphic software programs. Experience with scanners, laptops, digital cameras, copiers, fax, multi line phone systems, and all other basic office equipment.

Community Outreach

Participation with Girl Scouts of America, Relay for Life for Charlotte County, Girls on the Run, and organized involvement from the community to participate with March of Dimes.