

Mary Gloria Cienega

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Objective

To continue my career with an organization that will utilize my skills to benefit mutual growth and success.

Employment History

Magistrate Judge Courtroom Deputy

09/2017-Present United States Federal Courts Del Rio, Texas

- Courtroom Deputy to United States Magistrate Judge Collis White.
- Assists in case management functions of Judge White's docket.
- Review of cases for necessary actions, including scheduling and noticing conferences, hearings and trials.
- Swears in defendants and witnesses.
- Serves as liaison between Judge's chambers and the Clerks office, other government agencies, the Bar and the public in criminal and civil matters.
- Prepares Judgment's for each defendant that is sentenced before Magistrate Judge White on magistrate level cases.
- Signing and preparing of warrants for arrest of defendant's being charged via a Criminal Complaint or Felony Indictment.
- Completes monthly JS-10 report for Magistrate Judge for Executive office Operation's department.

Visiting Judge Courtroom Deputy

07/2017-09/2017 United States Federal Courts Del Rio, Texas

- Assists Visiting U.S. District Judge's with court proceedings, calendar, and docket entries via CM/ECF.
- Communicates with U.S. District Visiting Judge's judicial assistants in reference to Presentence Reports and Supplemental filings for the Judge's files.
- Communicates with attorney's and attorney's assistants with sentencing hearings and scheduling conflicts.
- Swears in defendants and witnesses.
- Prepares binders for Visiting Judge's court proceedings.
- Prepares Judgment's for each defendant that is sentenced before the Visiting Judge.
- Completes file for Visiting Judge
- Completes monthly JS-10 report after Visiting Judge visits for Executive office Operation's department.
- Reviews documents for completeness and conformity with the federal and local rules and the policies of this district.
- Completes case management reports in CM/ECF to monitor deadlines; maintaining the official court record via the FTR and manages the progression of cases from case opening to final disposition.
- Send's revocation petitions, orders of transfer, and motion's for Visiting Judge's consideration and signature via email.
- Serves as a backup Courtroom Deputy to Chief U.S. District Judge Alia Moses.
- Serves as a backup Magistrate Courtroom Deputy to U.S. Magistrate Judge Collis White

United States Deputy Clerk

05/2012-July/2017 United States Federal Courts Del Rio, Texas

- Reviews and opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions and reviews documents to determine conformity with appropriate Federal and Local rules, practices and court requirements; identifies emergency motions and documents that require special handling and refers them to appropriate personnel; contacts district court personnel, attorneys, and others when case opening requirements are not met.
- Makes summary entries of all documents and proceedings, this includes, but is not limited to: pleadings, petitions, motions, complaints, minute entries and orders. Issues warrants and summons as directed by the court and processes prisoner correspondence.
- On a weekly basis scan documents into CM/ECF system
- Assigned Quality control on a weekly basis ensuring proper format of documents filed via CM/ECF.
- Assigned reconciliation duties, process checks received from cashiers. Scan checks into system and process reports and file in vault.
- Assists the public, attorneys and other court agencies with inquiries on procedures and status of cases. Assists as a backup Courtroom Deputy to U.S. Federal Magistrate Judge's ensuring their daily docket is prepared.
- Assisted the Pecos Division as a Courtroom Deputy in Alpine and Pecos Texas before Judge B Dwight Goains and Judge David Counts.
- Files all charging documents and respective correspondence in file for District Judge Moses. Prepares files for plea and sentencing hearings.
- Place judgements in files and stored in vault.

Eligibility Specialist III

11/2009-05/2012 Texas Department of Health and Human Services Del Rio, Texas

- Accurately determined eligibility for TANF, Food Stamps and/or Medicaid Programs. Work involved interviewing clients, documenting information gathered, determining benefits, verifying case data, explaining program benefits and requirements.
- Reviewed eligibility of clients for ongoing services. Maintained a regular and predictable work schedule. Obtained, verified, and calculated income and resources to determine client financial eligibility. Interviewed clients or authorized representative to gather information to determine eligibility for benefits.
- Conducted reviews to determine or verify eligibility or continued eligibility and benefit level. Processed changes to client status, overpayments, and adjusts or restores benefits. Documented case records using automated equipment to form a record for each client. Communicated on an intermediate level with others (internally or externally) to provide, exchange, or verify information, answer inquiries, address issues, or resolve problems or complaints
- Oversaw case data from level 1 and 2 specialists and reviewed information before case completion. Sent cases back to level 1 and 2 specialists that needed corrections before cases were closed and benefits were issued.

Licensed Insurance Agent

04/2007-11/2009 State Farm Insurance Del Rio, Texas

- Developed leads, scheduled appointments, identified customer needs, and marketed appropriate products and services. Established customer relationships and follow up with customers, as needed.
- Provided prompt, accurate, and friendly customer service. Service included responding to inquiries regarding insurance availability, eligibility, coverage's, policy changes, transfers, claim submissions, and billing clarification.
- Worked with the agent to establish and meet marketing goals. Utilized a customer focused, needs based review process to educate customers.

Front End Manager of Operations

01/2006-04/2007 The Home Depot Del Rio, Texas

- Trained, coached and developed cashiers to ensure customers received outstanding and quick checkout service. Ensured efficient operation of the registers, influenced and supported the cashier team, expedited price checks and identified high shrink items.
- Assisted the supervision and training of cashiers, taking over cashier duties as needed and maintenance duties of front end area. Supported cashier

development and accuracy by utilizing various training tools.

- Performed as Manager on duty maintaining management over all employees of all departments. Making sure employees were performing in an efficient manner.

Education

December 14, 2012: The University of Oklahoma -Norman, Oklahoma
Bachelor of Science in Criminal Justice

May 12, 2017: Sul Ross State University -Alpine, Texas
Master of Science in Criminal Justice

References

References are available upon request.