


Hannah Lucey

Mitigation & Case Management Specialist

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 (719) 370-4232

EDUCATION

UNIVERSITY OF COLORADO DENVER

Denver, CO

*Master of Criminal Justice, School of Public
Affairs (Dec 2015)*

METROPOLITAN STATE UNIVERSITY OF DENVER

Denver, CO

Bachelor of Science in Criminology (May 2011)

ADDITIONAL SKILLS

Legal Terminology and System
Experience, Excellent Writing Skills,
Adaptive Thinking, Passionate about
Advocacy, Service Orientation, Creative,
Time Management, Knowledge of New
Social and Digital Media, Works Well
Under Pressure, Microsoft Office, Project
Management, Administrative,
Bookkeeping, Editing, Design,

LICENSES AND CERTIFICATIONS

Commissioned Notary in Colorado

CAREER OBJECTIVE

Caring and compassionate professional with 15 years of experience working directly with those involved in the criminal justice system. Specific experience in working with those suffering from severe mental illness and substance abuse issues. Knowledge of extensive resources to spearhead client's case management needs.

PROFESSIONAL EXPERIENCE

PROBATION OFFICER

Colorado Judicial Branch, Denver, CO / Jul 2014 – Present

- Supervise and monitor clientele regularly to evaluate their progress in accomplishing goals and maintaining the terms specified in their probation contracts and rehabilitation plans.
- Arrange for mental health, medical, or substance abuse treatment services according to individual needs or court orders.
- Prepare and maintain electronic case file for each assigned client which includes frequent correspondence with the court and other stakeholders.
- Network with community agencies, correctional institutions, psychiatric facilities, and aftercare agencies to plan for helping offenders with targeted re-entry services.
- Familiarity with community resources, vocational opportunities, and useful public service options

COURT JUDICIAL ASSISTANT

Colorado Judicial Branch, Golden, CO / Jan 2013 – Jul 2014

- Prepare dockets or calendars of cases to be called.
- Record case dispositions, court orders, or arrangements made for payment of court fees.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, or payment of fines.
- Prepare and issue orders of the court, such as probation orders, release documentation, sentencing information, or summonses.
- Prepare documents recording the outcomes of court proceedings.
- Collect court fees or fines and record amounts collected.
- Direct support staff in handling of paperwork processed by clerks' offices.
- Prepare and mark applicable court exhibits or evidence.
- Examine legal documents submitted to courts for adherence to laws or court procedures.
- Meet with judges, lawyers, probation/parole officers, police, or social agency officials to coordinate the functions of the court.

CASE MANAGER

Intervention Community Correction Services (ICCS - Intervention, INC.), Lakewood, CO / Feb 2012 – Jan 2013

- Administer drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs.
- Prepare and maintain case folder for each assigned inmate or offender.
- Write reports describing offenders' progress.
- Arrange for medical, mental health, or substance abuse treatment services according to individual needs or court orders.
- Arrange for post release services, such as employment, housing, counseling, education, and social activities.
- Develop rehabilitation programs for assigned offenders or inmates, establishing rules of conduct, goals, and objectives.

ADMINISTRATIVE ASSISTANT

Colorado Office of the Attorney General and Colorado Department of Law, Denver, CO / Oct 2010 – Sep 2012

- Conduct research, compile data, and prepare papers for consideration and presentation by executives, staff, and Subject Matter Expert (SME) committees
- Facilitate and record state-wide Peace Officer Standards and Training (POST) Board meetings
- Prepare invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.

MANAGER

City Floral Greenhouse and Garden Center, Denver, CO / Mar 2005 – Oct 2011

- Plan and prepare work schedules and keep records of employees' work schedules and time cards.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Assign work activities of subordinates to include cleanly well-merchandised displays and maintenance
- Inventory stock and reorder when inventory drops to a specified level.
- Review inventory and sales records to prepare reports for management and budget departments.
- Establish and implement policies, goals, objectives, and procedures for the business especially for increased sales, expanded markets, and promoted business.

- Confer with company officials to develop methods and procedures to increase sales, expand markets, and promote business.
- Estimate consumer demand and determine the types and amounts of product to be sold.
- Plan and coordinate advertising campaigns and sales promotions
- Direct and supervise employees engaged in sales, inventory, reconciling cash receipts, or in performing services for customers.
- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Hire, train, and evaluate personnel in sales and promoting or laying off workers when appropriate.
- Educate staff on products and how to handle difficult and complicated sales.

