

Tiffany H. Ogilvie

107 Ashburn Ave
Manahawkin NJ 08050



OBJECTIVE

I am seeking leadership opportunities within the Criminal Justice system where I can utilize and expand my interpersonal skills, computer knowledge and problem-solving abilities. I have a strong work ethic, understand the importance of time management, case management and I possess excellent communication and interpersonal skills. I am highly motivated, and able to exercise sound judgment under pressure, take an analytical approach to any task and have the ability to successfully prioritize multiple assignments.

EDUCATION

University of New Haven

West Haven, CT

Bachelor of Science in Criminal Justice; Concentration in Investigative Services – May 2015

EXPERIENCE

Burlington County Superior Court

Mount Holly, NJ

Court Services Officer- Pretrial Services

June 5, 2017- October 25, 2021

- Manages case load of low, moderate, and high risk defendants
- Appears in court to assist the Judge with first appearances, detention hearings, and violation of monitoring hearings
- Responsible for creating release orders and detention orders
- Responsible for assuring the compliance of each defendant
- Meets with defendants on a day to day basis where they check in and maintain their information
- Performs intake duties with defendants
- Researches and resolves customer complaints and inquiries
- Investigates why a client may be non – compliant with their conditions and constructs reports on them
- Proficient as a NCIC-CJIS Terminal Operator
- Participates in unit specific meetings
- Proficient with Promis/Gavel, MACS, E-Courts
- Responsible for creating bench warrant memos for the Judge

Morris County Prosecutor's Office

Morristown, NJ

Administrative Assistant-General Investigations Unit

November 4, 2015- May 2017

- Provides administrative support to Assistant Prosecutors and Detectives
- Reviews incoming case related paperwork for completeness and accuracy
- Responsible for gathering and analyzing case related information and compiling discovery requests
- Responsible for screening information and organizing case files
- Performs intake duties with customers, police officers and members of the private bar
- Researches and resolves customer complaints and inquiries
- Proficient as a NCIC-CJIS Terminal Operator
- Proficient with Promis/Gavel, InfoShare and NCIC
- Provides Grand Jury assistance by reviewing files, sending subpoenas, coordinating witness appearances, drafting indictments, acts as liaison with police departments
- Researches files and creates bail packets for Assistant Prosecutors
- Reviews case files and creates trial binders for Detectives and Assistant Prosecutors

- Prepares case files for Central Judicial Processing (CJP)
- Participates in unit specific meetings
- Participates in unit meetings discussing Criminal Justice Reform that will start on January 1, 2017

Bergen County Superior Court

Intern – Family Division, Domestic Violence Intake Unit

Hackensack, NJ

June 2014 to August 2014

- Provided administrative and clerical support
- Resolved field inquiries
- Reviewed incoming paperwork
- Screened documentation for completeness
- Assisted staff in Domestic Violence Intake Office and Judge's Chambers
- Assisted victims/defendants with case related inquiries.
- Provided assistance to attorneys, law enforcement personnel and lay witnesses
- Assisted Superior Court Clerk and observed Judicial proceedings
- Assisted Superior Court Judge in the court room with calendar call and case jacket organization
- Organized and maintained multiple filing systems
- Operated various office equipment and performed data entry
- Participated in team meetings

VOLUNTEER AND EXTRACURRICULAR ACTIVITIES

- Class of 2015 President - University of New Haven – Undergraduate Student Government Association- 2015
- Delta Phi Epsilon Member – (2013 Greek Week Coordinator)
- Cystic Fibrosis Foundation, West Haven, CT – 2013 Volunteer
- Anorexia Nervosa and Associated Disorders, West Haven, CT - 2013
- March of Dimes Foundation, Wayne, NJ – Spring 2013

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Inotes, Outlook, Social Media, Promis/Gavel, InfoShare, NCIC, CJIS, MACS, Ecourts, PCSAM