

Tamika Rowland

DEPUTY CLERK

Charlotte, NC • (704) 555-0172 • tamika.rowland@email.com • linkedin.com/in/tamikarowland

SUMMARY

Deputy clerk with 1.5 years in a county superior court clerk's office, handling case filing, fee collection and record keeping for civil and criminal matters. Strong at multitasking across the front counter, phones and e-filing queue with close attention to detail. Brings 2 years of bank teller cash handling and customer service experience.

SKILLS

- Case Filing
- Fee Collection
- Record Keeping
- E-Filing
- eCourts
- Cash Handling
- Microsoft Office
- Customer Service
- Multitasking
- Attention to Detail

EXPERIENCE

Deputy Clerk

04/2025 - Present

Piedmont County Clerk of Superior Court

Charlotte, NC

Clerk's office for a court that opens 40,000 cases a year.

- Process **70** civil and criminal filings a day at the counter and through the e-filing queue.
- Collect court fees, fines and bonds, balancing a \$15,000 daily cash drawer with no shortages in 2025.
- Record judgments, orders and warrants in eCourts the same day they are signed, keeping files ready for court.
- Respond to 60 public and attorney calls a day on case status, hearing dates and filing rules.

Bank Teller

03/2023 - 03/2025

Queen City Community Credit Union

Charlotte, NC

Credit union branch serving 9,000 members.

- Handled 120 transactions a day, including deposits, loan payments and cashier's checks.
- Balanced a cash drawer of up to \$25,000 daily with no variances over 18 months.
- Verified IDs and signatures on every withdrawal, stopping 4 fraud attempts in 2024.
- Opened 15 new accounts a month and explained savings, checking and loan products in plain terms.

EDUCATION

Associate in Applied Science

05/2023

Central Piedmont Community College

Charlotte, NC

Business Administration

CERTIFICATES

Notary Public

North Carolina Department of the Secretary of State

06/2025

Microsoft Office Specialist: Word Associate

Certiport

11/2024