

## Christopher Miller

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- Experience:** Hicks and Pope, Law Office Huntsville, Alabama  
Intern-Legal Aide January 2018 to January 2019
- Participated and completed internship requirements. Upon completion was employed as a part time aide.
  - Opening and maintaining files, drafting and filing legal documents (i.e. Motion for Discovery, Notice of Appearance).
  - Answer phones, assist with calendaring, other administrative duties.
- Skyy Laboratory Spring Hill, Tennessee  
Workflow Attendant October 2016 to February 2017
- Received and dispatched work orders for medical testing.
  - Communicated with and resolved issues between service provider and participant.
  - Provided help desk support services (i.e. reset passwords, upload test results).
- Domino's Pizza Lawrenceburg, Tennessee  
Delivery Driver-Customer Service June 2013 to Present
- Food preparation and delivery.
  - Customer service (phone, in-store, at delivery site)
- Department of Children's Services Waynesboro, Tennessee  
Child Protective Services Assessment June 2012 to March 2013  
Case Manager I
- Received training/performed tasks related to DCS curriculum including: engagement with clients, performing assessments, planning (custodial plans), Implementation of custodial plans, Tracking and adapting plans and strategies related to child well-being and safety.
  - Performed various investigative/social work tasks, prepared court documents and reports as requested, individual face to face client interview/follow-up visits, and family/team meetings.
- Tennessee Board of Probation and Parole Columbia, TN  
Volunteer February 2010 to March 2011
- Performed duties of probation/parole officer which includes: Case management, preparing documents for court as requested, individual face to face client interviews, collection of fees, and other administrative tasks.
  - Received Co-Facilitator training to teach "Thinking For a Change" (cognitive behavior/life skills program). Co-facilitated this 22 week program using classroom training, performing skits and scenarios, presentation through video programs and other multi-media.

