



# Roniya Craib

## Bailiff

I have over 5 years of experience as a bailiff. I am responsible for conducting court proceedings and maintaining order in the courtroom. I have excellent interpersonal and communication skills, which are essential in this role. I am also able to remain calm under pressure and handle difficult situations effectively.

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(819) 879-0379 

Woodland Dr, Grand Rapids, MI   
49546

### Education

#### High School Diploma at Lincoln High School, Lincoln, MI

Sep 2013 - May 2017

I've learned how to study for and take tests, how to do research, and how to write papers.

### Links

[linkedin.com/in/roniyacraib](https://www.linkedin.com/in/roniyacraib)

### Skills

Courtroom procedures

Court records management

Interpersonal skills

Communication skills

Writing skills

Organizational skills

Research abilities

### Languages

English

Arabic

### Employment History

#### Bailiff at A-1 Bailiffs, MI

May 2022 - Present

- Handled over 100 cases in a single year.
- Successfully managed and organized paperwork for 50+ defendants.
- Maintained composure in high-pressure situations.
- De-escalated potential conflicts between parties.
- Worked closely with attorneys to ensure smooth court proceedings.

#### Deputy Bailiff at All-Points Bailiffs, MI

Aug 2017 - Mar 2022

- Successfully managed and organized the office of the Deputy Bailiff, which included handling all incoming phone calls, managing paperwork, and scheduling appointments.
- Maintained a high level of professionalism and customer service when interacting with members of the public.
- Ensured that all court proceedings were conducted in a timely and efficient manner.
- Prepares cases for trial by researching relevant laws, interviewing witnesses, and gathering evidence.
- Manages the courtroom during trials, hearings, and other legal proceedings.

### Certificates

#### Court Bailiff Certification

Jan 2021

#### Court Security Officer Certification

Jul 2019

### Memberships

American Bail Coalition

National Bail Agents Association