

Deyanira Nevarez

Beloit, WI 53511 | [REDACTED]

Professional Summary

Detail-oriented and dedicated professional with extensive experience in administrative operations, municipal court systems, human resources, and customer service. Recognized for strong communication, strategic planning, legal compliance, and process improvement. Bilingual in Spanish and skilled in cross-functional team leadership, passionate about community engagement and efficient service delivery.

Education

Master of Public Administration

Northern Illinois University, DeKalb, IL | May 2025

Bachelor of Arts in Justice

Mount Mary University, Milwaukee, WI | May 2017

High School Diploma

Beloit Memorial High School, Beloit, WI | June 2012

Professional Experience

Court Administrator

City of Beloit, Beloit, WI | Apr 2023 – Present

- Led daily operations of the municipal court to ensure efficiency and legal compliance.
- Managed the court's annual budget, including planning, forecasting, and monitoring expenditures to ensure fiscal responsibility.
- Supervise staff, case scheduling, customer interactions, and technology implementation.
- Initiated online payment systems and electronic filing to streamline court functions.
- Built community partnerships to improve access to justice and support rehabilitation efforts.
- Collaborated with finance and city departments to allocate resources strategically and align spending with operational goals.

Human Resources Assistant

City of Beloit, Beloit, WI | Apr 2022 – Mar 2023

- Supported recruitment, onboarding, and employee training programs.

- Maintained personnel records and assisted with benefits administration.
- Conducted exit interviews and collaborated with managers on staffing strategy and retention.

Court Clerk

City of Beloit, Beloit, WI | Aug 2019 – Apr 2022

- Handled legal records, citizen complaints, payments, and court docket preparation.
- Ensured compliance with state statutes and local ordinances.
- Processed financial reconciliations and managed warrants and open records requests.

Legal Assistant / Paralegal

Dobberstein Law Firm, Brookfield, WI | Jun 2016 – Feb 2017

- Prepared legal documents, conducted research, and managed case files.
- Maintained communication with clients and legal stakeholders.

Insurance Follow-Up Representative

Mesa Billing, Brookfield, WI | Mar 2015 – May 2016

- Managed patient accounts and coordinated with insurance providers.
- Analyzed claim trends and recommended strategies to improve collections.

Teller

Greenfield Credit Union Service Center, Greenfield, WI | Oct 2013 – Feb 2015

- Performed daily cash transactions while providing excellent customer service.
- Ensured compliance with financial procedures.

Skills

Administrative Operations, Court & Legal Compliance, Process Improvement, Strategic Planning, Recruitment & Onboarding, Training & Development, Customer Support, Financial Management, Case Management, Microsoft Outlook & Office Suite, Conflict Resolution, Bilingual: Spanish

Certifications

- Notary Public – State of Wisconsin
 - o Valid through November 2025

Professional Interests & Community Involvement

- Co-Chair, Mentoring Committee – Wisconsin Municipal Court Clerks Association
- Inducted Member, Pi Alpha Alpha National Honor Society – NIU MPA Program
- Advocate for inclusive leadership and equitable public service practices
- Committed to mentorship and staff development in public sector environments

Actively engaged in wellness advocacy through entrepreneurship in natural health products