

MAYRA PACHECO

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El Paso, Texas 79925

Phone: (915) 304-6237

Email: mayra_pacheco@txwp.uscourts.gov

EDUCATION:

University of Texas at El Paso- Master of Science in Intelligence and National Security Studies | Expected Graduation: May 2023

University of Texas at El Paso- Bachelor of Arts in Criminal Justice.
Graduated May 2019 with a GPA of 3.07

EXPERIENCE AND EMPLOYMENT HISTORY:

U.S. Federal Probation Office | 700 E. San Antonio Ave. | Suite 500 | El Paso, Texas
United States Probation Officer Assistant
September 2019 through present

Organize and process enter pre-plea work and other investigation assignments, such as, collateral requests from other districts/agencies. Assist PSI (pre-sentence investigation) probation officers in gathering/collecting accurate information needed for their reports. Occasionally prepare modified pre-sentence investigation reports, and quarterly prepare full pre-sentence investigation reports applying guidelines and statutes pertaining to the case. Correspondingly, conduct home visits for pre-sentence purposes. Assist supervision probation officers by preparing reports on offenders under supervision, requests to modify the conditions or term of supervision, petitions for warrants or summons for offenders under supervision, and transfers of jurisdiction.

Paragon Systems, Inc. | 100 Montana Ave. | El Paso, Texas.

Federal Protective Security Officer
December 2018 through September 2019

Hours Per Week: 40 | Starting Pay: \$16.41 | Ending Pay: \$19.75

Served as a front line to Federal Protective Service (FPS) and protected federal facilities. Responded to a variety of security incidents and emergencies. Received training and certification in the National Weapons Detection Program establishing access control measures to prevent any potential threat directed towards the facility. Prepared brief, concise, and chronological reports to document incidents. Provided excellent customer service on a daily basis.

U.S. Federal Probation Office | 700 E. San Antonio Ave. | Suite 500 | El Paso, Texas
U.S. Probation Intern

June 2018 through May 2019

Hours Per Week: 20 | Credit Based Internship

Participated in the Undergraduate Internship Program for a round year. Assisted Probation Officers to conduct investigations and prepare reports for the court with sentencing

recommendations for individuals convicted of federal offenses. Organized and prepared case files for Probation Officers by color coding every document on file into different categories. Classified all criminal records by date, agency, and offense. Served as main front desk receptionist for the office by answering and transferring incoming calls, greeting the public, and directing visitors to their Probation Officers.

Ruiz Protective Services | 3417 Montana Ave | El Paso, Texas.

Supervisor Security Officer

February 2014 through November 2018

Hours Per Week: 40| Starting Pay: \$7.25| Ending Pay: \$7.25

Enforced city ordinances, orientated customers, monitored access control on premises. Generated very detailed incident reports providing a chronological sequence of the event. Supervised other security guards' performance, and coordinated them accordingly to guarantee effectiveness.

QUALIFICATIONS:

- Strong verbal and written communication skills
- Bilingual with an articulate fluency in English and Spanish
- Fluent interviewing skills
- Training in Officer Response Tactics
- Training in Home Visit Procedures
- Internship Mentoring Program Member
- Proficient in Microsoft applications; Word, Excel, PowerPoint

SKILLS:

- Detail Oriented and well organized
- Ability to prioritize work and meet deadlines
- Ability to manage multiple projects simultaneously
- Flexibility and adaptability
- Creativity and problem solving
- Ability to gather, assess and interpret obtained information
- Judgement and decision making
- Ability to work independently, but also as a team member
- Capable to work under minimal/non-supervision

REFERENCES:

Academic

Juan F. Campos
UTEP Criminal Justice Instructor
Email: jfcampos3@utep.edu
Phone: (915) 747-7943
Education Building
2300 Randolph Drive
El Paso, Texas 79968

Academic

Adrian E. Gallegos
UTEP Criminal Justice Instructor

Email: aegallegos3@utep.edu

Phone: (915) 747-7943

Education Building

2300 Randolph Drive

El Paso, Texas 79968

Professional

Jair Avila

United States Probation Officer

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Phone: (915) 585-6548

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Professional

Elizabeth Saldivar-Castaneda

United States Probation Officer

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Personal

Alejandra Serna

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