
JANE DOE

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HIGHLY AMBITIOUS AND DETERMINED GRADUATE WITH CRIMINAL JUSTICE DEGREE

Familiar with various patterns of criminal behavior and knowledge of investigative techniques; motivated to evaluate society's capability to control crime and delinquency. Grasp ample theoretical knowledge of the definitions, causes and prevention of crime in conjunction with legal processes, treatment, and rehabilitation of offenders. Keen to leverage education, drive, and aptitude and seeking a full-time position within law enforcement/corrections/probations field in a supportive environment that fosters extended learning and strengthens leadership skills, while contributing as a productive team member.

ACADEMIC QUALIFICATIONS

Bachelor of Arts (B.A.) Degree in Criminal Justice (Dec 2015)

GPA: 3.09/4.00

Some College, NC

Associate of Applied Science (A.A.S.) Degree in Criminal Justice Technology (May 2014)

Some College, NC

CERTIFICATION

Basic Unarmed Security Training (Mar 2014)

NC BPN 007304P5

CORE COMPETENCIES

- Organized and detail-oriented expert with strong evaluative, analytical and logical reasoning skills; ability to think out-of-the-box, multi-task and prioritize a broad range of responsibilities.
 - Work equally well independently to meet organizational goals and collectively as part of a team; thrive in a highly iterative, agile and a fast-paced work environment.
 - Proficient in disseminating information, particularly in regard to presenting the results of analyses to management clearly and concisely (both orally and in writing) in an effective manner.
 - Hold unparalleled interpersonal, communication and negotiation skills.
 - Good experience in using MS Office 365 (Word, Excel, and PowerPoint).
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RELEVANT EXPERIENCE (INTERNSHIPS)

Somewhere

(Apr-May 2015)

Intern

- Participated in activities and events that promote crime prevention and gained valuable knowledge about law enforcement and corrections.
- Learned and demonstrated a mock court trial, besides learning about gun range and firing.

Somewhere

(Apr-May 2015)

Intern

- Handled incoming and outgoing calls, courteously answered and objectively addressed the queries of the residents of Nash County and/or informed the concerned people for a timely resolution.
- Provided inputs, tallied questionnaires and assisted with various activities.

Somewhere

(Apr-May 2015)

Intern

- Gained valuable experience and developed competencies needed to work effectively as a parole/probation agent through a frequent interaction with staff and offenders.
- Contributed in the real-time case management by attending probation/parole violation hearings, assisting with investigating criminal activities, interviewing offenders, victims and witnesses and accompanying investigating officers on home visits to support families.

Somewhere

(Apr-May 2015)

Intern

- Learned various aspects of the legal work within a team-oriented atmosphere and gained ample hands-on experience of the court system.
- Assisted in drafting pleadings and legal memorandums for attorneys' review and submission.
- Facilitated clients with small claims and divorce related documentation.

OTHER WORK EXPERIENCE

Somewhere

(Aug 2014-May 2015)

Worker

- Enforced the visitation policy, besides keeping records of the visitors, monitoring the area for deplorable behavior and contacting the concerned in case of security threats or emergencies.
- Exhibited professional, attentive, friendly and helpful attitude, while deterring offenders and preventing unauthorized access to residence halls.

Somewhere

(Aug 2014-May 2015)

Somewhere

(Aug 2014-May 2015)

Somewhere

(Aug 2014-May 2015)

Somewhere

(Aug 2014-May 2015)

- Maintained robust business empathy with customers and stakeholders to develop a strong customer network, it encouraged to repeat and referral business and maximized customer satisfaction and loyalty.
- Managed sales activities to acquire, develop and retain profitable growth and customer relationships.
- Vigilantly monitored security risks and threats and followed appropriate guidelines.

REFERENCES

Available Upon Request