

Jane Doe

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OBJECTIVE

Seeking a criminal justice internship utilizing my education background, leadership experience, and problem solving skills.

EDUCATION

University of Louisville

Bachelor of Science in Criminal Justice

Louisville, KY
May 2017

Jefferson Community and Technical College

Associate of Science

Louisville, KY
May 2015

SUMMARY OF SKILLS

- Broad understanding of criminal law and the criminal justice system.
- Bi-lingual with articulate fluency in English and Spanish.
- An analytical thinker who demonstrates strong problem assessment and resolution skills.
- A strong communicator who is adept in report writing and presentations.
- Remains focused in high pressure situations and demonstrates flexibility and adaptability in changing work conditions.
- Exemplifies excellent leadership skills through campus and community involvement.

EXPERIENCE

The Center for Women and Families

Crisis Intervention Advocate

Louisville, KY
11/2015-Present

- Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients.
- Answer/screen/document and appropriately direct incoming calls; practice content expertise on community information and referrals.
- Coordinate advocate response to hospital runs and complete associated paperwork and statistics as appropriate.
- Support walk-in clients as appropriate.

UPS

Package Handler

Louisville, KY
8/2013 to Present

- Ensure that packages will be put on the belt in a timely fashion, which demonstrates a strong attention-to-detail.
- Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student.
- Adhere to safety protocol and procedures to ensure a safe work environment at all times.

COMMUNITY ENGAGEMENT

- **Habitat for Humanity**, Volunteer, 2014-Present
- **St. Joseph's Children's Home**, Volunteer, 2013-2016

CAMPUS INVOLVEMENT

- **Criminal Justice Club at the University of Louisville**, Member, 2015-Present
- **Zeta Tau Alpha Sorority**, Treasurer, 2015-Present
- **Student Government Association**, Member, 2016-Present