

Jane Doe

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OBJECTIVE:

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

EDUCATION:

University of Louisville

Bachelor of Science in Criminal Justice

Louisville, KY

Currently Attending

Jefferson Community and Technical College

Associate of Science

Concentration- *Criminal Justice*

Louisville, KY

December 2022

GPA 3.2

SKILLS & ABILITIES:

- 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.
- Strong communication skills, 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.
- Proficient knowledge in the field of criminal justice including criminal law and procedure, correctional process, and criminology and psychology.

RELATED PROFESSIONAL EXPERIENCE:

Center for Women and Families

Crisis Intervention Advocate Intern

Louisville, KY

01/2022 - 01/2023

- Provided crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients with help of professional staff.
- Answered/screened/documented and appropriately directed incoming calls, practiced content expertise on community information and referrals.
- Coordinated advocate response to hospital runs and completed associated paperwork and statistics as appropriate.
- Supported walk-in clients as appropriate.

ADDITIONAL WORK EXPERIENCE:

UPS

Package Handler

Louisville, KY

05/2023 - Present

- Organize packages into cannisters, pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.

Kentucky Kingdom and Hurricane Bay

Lifeguard (seasonal)

Louisville, KY

04/2021 - 05/2023

- Surveyed and cared for 500+ guests per shift, ensured swimmers safety by enforcing policies and keen surveillance of swimming area.

COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Habitat for Humanity, Volunteer** 02/2020 - 07/2022
- **Metropolitan College, Participant** 05/2023 - Present
- **University of Louisville- Criminal Justice Association, Treasurer & Member** 08/2023 - Present