

JOHN DOE

Phone: XXX-XXX-XXXX

Baltimore, Maryland

john.doe@ubalt.edu

EDUCATION

University of Baltimore Baltimore, MD 12/20XX
Bachelor of Science in Cyber Forensics
Relevant Coursework: *Forensic Photography, Forensic Documentation*

RELEVANT EXPERIENCE

Intern

Baltimore County Police Department Baltimore, MD 10/20XX-Present

- Interview victims and witnesses in a variety of cases such as assaults, threats, missing persons, domestic assaults, larcenies and other property crimes
- Extract data such as arrests, accidents, and case history from numerous sources, including the Police Records Management System (RMS)
- Collect data to detect patterns, suspects, and trends using complex statistical analysis

Court Navigator

District Court of Maryland Baltimore, MD 09/20XX-12/20XX

- Provided unrepresented people with basic information about their legal options
- Assisted tenants with filling out court forms
- Accompanied tenants into the courtroom hearings and into hallway negotiation
- Communicated with lawyers and judges

ADDITIONAL EXPERIENCE

Data Entry Specialist

Department of Aging Baltimore, MD 06/20XX-08/20XX

- Updated and added new provider information on the Maryland Access Point (MAP) website
- Contacted and collected necessary information from providers for update
- Verified information to increase the validity of MAP
- Aided providers and clients by answering inquiries

Assistant Manager

Room Enough Company Baltimore, MD 02/20XX-06/20XX

- Operated a gift basket business while managing three employees
- Scheduled appointments and provided client information
- Oversaw invoices, billing, proposal, purchases and estimates
- Ensured timely resolution of any issue or product deliverable

ACHIEVEMENTS AND INVOLVEMENT

- Recipient of the Maryland Law Enforcement Officers' Association Scholarship 06/20XX

University of Baltimore

- Vice President, Alpha Phi Sigma, Nu Omicron Chapter (Criminal Justice Society) 06/20XX