

Jane Doe

1420 N. Charles St. | Baltimore, MD 21201 | (xxx) xxx-xxxx | jane@ubalt.edu

PROFESSIONAL SUMMARY

Dedicated and enthusiastic criminal justice professional with experience in data collection and legal research. Possess strong written and verbal communication skills as well as the ability to adhere to the needs of others.

EDUCATION

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE | UNIVERSITY OF BALTIMORE | BALTIMORE, MARYLAND | MAY 2018

Relevant Coursework: *Criminal Justice Issues, Drugs and Crime, Community Corrections, Crime and Delinquency Prevention*

PROFESSIONAL EXPERIENCE

THE LEGAL AID SOCIETY | BALTIMORE, MD | NOVEMBER 2015-PRESENT

LEGAL INTERN

- Updates and maintains resource library on a weekly basis
- Drafts motions and conducts legal research with supervising attorney
- Assists with investigations by participating in client interviews and transcribing and coding notes
- Collects and files client in-take forms

UNIVERSITY OF BALTIMORE- CAREER CENTER | BALTIMORE, MARYLAND | SEPTEMBER 2014-PRESENT

CAREER PEER EDUCATOR

- Reviews and approves job postings and helps students navigate UBworks-the CPDC's online recruiting system
- Ensures that job postings are being processed in a timely fashion by the front desk staff
- Maintains duplicate accounts in UBworks
- Works closely with CPDC staff and academic departments on special projects as needed
- Provides general office reception duties such as; answering phones, scheduling appointments, and other various tasks as needed

INVOLVEMENT

DELTA EPSILON IOTA HONOR SOCIETY | UNIVERISTY OF BALTIMORE | BALTIMORE, MARYLAND | FEBRUARY 2015

Member

STUDENT EVENTS BOARD | UNIVRESITY OF BALTIMORE | JUNE 2015-JULY 2016

Secretary

- Maintained all of SEB documents and files, managed the university's website, recorded all meetings and minutes, and assisted with any other duties assigned by the president

SKILLS AND ABILITIES

- Proficient in Microsoft Office
- Data collection
- Transcribing and Coding
- Conflict resolution

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy