

Jane Smith

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Phone: XXX-XXX-XXXX

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Criminal justice professional with demonstrated integrity, dependability, stress tolerance, and adaptability.

EDUCATION

Bachelor of Science, Criminal Justice

December 20XX

University of Baltimore, Baltimore, MD

Relevant Coursework:

- *Police and Society*
- *Criminal Justice Research Methods*
- *Victimology*
- *Ethical Issue in Criminal Justice*
- *Youth Problems in Society*

Associate of Arts, General Studies

Community College of Baltimore County, Baltimore, MD

May 20XX

EXPERIENCE

Criminal Justice Intern

August 20XX - October 20XX

Juvenile Division, Baltimore County Office of the State's Attorney Towson, MD

- Observed court proceedings concerning juveniles within the foster care system.
- Prepared court files for scanning and completed basic administrative duties.
- Transcribed and coded qualitative data regarding a study conducted on at-risk youth.

Deli Clerk

July 2015 – August 2016

Giant Grocery Stores

White Marsh, MD

- Assisted in increase product sales by handing out food samples and by recommending additional items to customers
- Served customers in a timely and professional manner
- Maintained a clean and safe working environment by following standard procedures

INVOLVEMENT

Alpha Phi Sigma, Nu Omicron Chapter (Criminal Justice Society), University of Baltimore

- Vice President, 20XX
- Marketing Committee Chair, 20XX

Criminal Justice Association, University of Baltimore, May 20XX