

Jane Doe

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EDUCATION

Master of Science, Forensic Science
University of Baltimore, Baltimore, MD

December 2018

Bachelor of Science, Criminal Justice
University of Baltimore, Baltimore, MD

May 2016

RELEVANT COURSEWORK

- Crime Scene Investigation
- Forensic Documentation Analysis
- Criminology
- Trace Evidence Organic
- Microscopy
- Lab Safety
- Handwriting Analysis

CERTIFICATIONS

Bloodstain Pattern Analyst Certification

November 2016

- Completed a 40 hour certification program with Baltimore City Crime Lab on bloodstain pattern analysis
- Participated in bloodstain lectures and workshops

RELEVANT EMPLOYMENT EXPERIENCE

Forensics Student Assistant, University of Baltimore, Baltimore, MD

March 2017- Present

- Manage maintenance and clean-up of the campus laboratories
- Assist faculty with special projects and various administrative tasks
- Perform office duties such as filing, copying, and ordering necessary supplies for the office

Intern, Maryland State Police-Forensic Sciences Division, Pikesville, MD

September 2017- February 2017

- Created PowerPoint Presentations to assist Crime Scene Technicians determining the value of latent prints
- Assisted the Forensic Examiners in the Latent Print Unit with chemical processing of evidence
- Performed office duties such as filing and copying of case files

Chemistry Departmental Assistant, York College, York, PA

August 2016 – December 2018

- Co-managed chemical preparation and supply set-up for two chemistry labs
- Assisted in maintenance and clean-up of the chemical supply laboratory
- Managed planning of American Chemical Society Education Night & Chemistry Industry Advisory Council dinner
- Assisted faculty with special projects and various administrative tasks
- Substituted support as lab assistant for Principles of General Chemistry lab

PUBLICATIONS

Latent Print Reference Guide

September 2016

- Published reference guide on Maryland State Police – Forensic Sciences Division
- Managed layout, research, and creation of reference guide

STUDENT INVOLVEMENT

Founder & President, Forensic Science Society, University of Baltimore March 2017 – President

- Developed and created organization on campus to unite Forensics majors and non-Forensics majors
- Organizes events for the members of the society to attend and expand their knowledge in Forensics

Member, Chemistry Society, York College of PA August 2015 - May 2016

- Participated in volunteer activities and fundraisers, conducted experiments and attended bi-weekly meetings

ADDITIONAL EXPERIENCE

Data Entry Assistant, Retina Specialists, Towson, MD May 2015 – 2016

- Assist in entering confidential patient charts into the new online medical system, Doctor Soft
- Pulling and filing of confidential patient forms/charts while identifying and correcting filing mistakes
- Support the medical secretaries with faxing and copying confidential medical records

Front Desk Assistant, University of Baltimore, Baltimore, MD August 2014 to May 2015

- Managed financial forms for student organizations using Excel and online tools
- Developed an inventory management and supply ordering system
- Created purchasing request form for over 50 student organizations to purchase supplies and equipment
- Answered phone calls, greeted students, answered questions and scheduled appointments for the office