

# JOHN DOE

Phone: XXX-XXX-XXXX

Baltimore , Maryland

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## EDUCATION

University of Baltimore, Baltimore, MD

12/2018

**Bachelor of Science in Forensic Studies**

**Concentration:** *Police Science*

**Relevant Coursework:** *Drug Analysis, Homicide Investigation, Chemistry of Death, Forensic Photography, Forensic Documentation, Handwriting Analysis*

## RELEVANT EXPERIENCE

### **Intern**

Baltimore County Police Department

Baltimore, MD

10/2017-Present

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

### **Court Navigator**

District Court of Maryland

Baltimore, MD

09/2017-12/2017

- 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 negotiations
- Communicated with lawyers and judges

## ADDITIONAL EXPERIENCE

### **Data Entry Specialist**

Department of Aging

Baltimore, MD

06/2017-08/2017

- Updated and added new provider information on the Maryland Access Point website (MAP)
- 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

02/2010-06/2017

- Operated a gift basket business while managing three employees
- Set up 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 06/2017
- Vice President, Alpha Phi Sigma, Nu Omicron Chapter (Criminal Justice Society) 06/2018  
University of Baltimore

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