

CRIMINAL JUSTICE

555 Hem Court
Harrisburg, PA 17110
(717) 555-5555
CRIMJ@psu.edu

EDUCATION

Pennsylvania State University; Capital College, Middletown, PA
Bachelor of Science, Criminal Justice, May 20ZZ
Minor: Women’s Studies, GPA: 3.4

**COURSEWORK
AND SKILLS**

American Legal Systemu	Courts in the Criminal System
Corrections and Rehabilitation	Police Administration
Ethics in Criminal Justice	Statistical Analysis
Microsoft Word, Excel, Access	SPSS

EXPERIENCE

**Uw f gp Township Police Department. Uw f gp. RC
Internship, Oc{ 42ZZ / Cwi wuv. 20ZZ**
Assisted police officers in office procedures relating to violations
Developed handbook for victims of abuse

The O kcpf c Group, Inc., Harrisburg, PA
Systems Trainer, March, 20ZZ - May, 20ZZ
Provided system training for county courthouse users on the
Administrative Office of Pennsylvania Courts’ new Common Pleas
Case Management System; provided second-level Help Desk assistance
and troubleshooting, create training scenarios and user aids

Dauphin County Victim/Witness Assistance Program, Harrisburg, PA
Crime Victim Advocate, July, 20ZZ - April, 20ZZ
Accompanied clients to preliminary hearings, criminal trials and
Protection From Abuse court; updated clients on case status, assisted clients with
restitution and Crime Victim’s Compensation paperwork and collection;
advocated for additional needs of clients

ACTIVITIES

American Red Cross, Harrisburg, PA
Disaster Response Volunteer, Susquehanna Valley chapter, 42ZZ-Present
Provide emergency assistance to families, and assist with shelter operations
Helen J. Small Disaster Award Recipient, 20ZZ–CenttcnRC Chapter

Girl Scouts of America, Lifetime Member
Hemlock Girl Scout Council Board Member, 42ZZ-42ZZ
GS USA Train the Trainer Course, 42ZZ
Girl Scout Gold Award Recipient, 42ZZ

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REFERENCES AVAILABLE UPON REQUEST