

Erin Student

123 Hall St.
Hays, KS 67601

(785) 555-4321
student@scatcat.fhsu.edu

Objective

To obtain a position within the court system where I can best utilize my school experience and education in Justice Studies

Education

Bachelor of Science in Criminal Justice, May 2016

Minor: **Sociology**

Fort Hays State University, Hays, KS

Internship

Intern, Summer 2015

Larned State Hospital, Larned, KS

- Worked on case profiles of the inmates
- Observed social workers in various duties throughout the facility
- Performed assessments on new inmates

Qualifications

- Computer experience in Microsoft Word, Excel, and PowerPoint
- Excellent written and oral communication skills
- Strong organizational, time management, and leadership skills

Relevant Courses

Community Corrections

Police Systems and Practices

Modern Social Problems

Domestic Mediation

Technical Report Writing

Criminal Profiling

Work Experience

Secretary/Security, August 2015-Present

Intramural Department, Fort Hays State University, Hays, KS

- Greet public and answer phones
- Assist with activities and programs
- Perform after hours security of facility

Sales Assistant, 2013-Present

Bildschon Haus, Hays, KS

- Provide customer service and operate register
- Design retail displays and perform stocking duties

Community Service/Volunteer Experience

- Tigers in Service
- Big Brothers, Big Sisters
- Toys for Tots

Conner A. Crimestopper

100 Main St.
Hays, KS 67601

(785) 625-5555
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EDUCATION

Bachelor of Arts in Criminal Justice, December 2016
Fort Hays State University, Hays, KS
GPA 3.82 on 4.0 scale

QUALIFICATIONS

- STARR (Safety Training and Responsible Restraints) Certification
- Fire arms training and defensive tactics
- Computer experience with Microsoft Word, Power Point, Excel
- Excellent communication, teamwork, and leadership skills

RELATED EXPERIENCE

Security Officer, October 2015-Present
Hays Medical Center, Hays, KS

- Patrol of buildings and grounds to ensure safety and security
- Provide assistance with disruptive patients and visitors
- Enforce parking and smoking policies

Behavioral Health Technician, April 2014-October 2015
KVC Health Systems, Inc., Hays, KS

- Supervise and assist patients through completion of daily chores and responsibilities
- Modeled exemplary behavior
- Assisted in educational activities
- Maintained a clean and safe environment
- Provided disciplinary action when necessary

OTHER EXPERIENCE

Line Cook, July 2013-April 2014
Applebee's, Hays, KS

- Ensured customers received quality food.
- Maintained clean, sterile working environment.
- Worked flexible position and hours.

HONORS/ACTIVITIES

National Honor Society
Justice Studies Scholarship
Criminal Justice Club

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

Tigers in Service
Habitat for Humanity
Adopt-A-Mile