

YOUR NAME

108 South Main Street
Brockton, MA 01810

978-000-0000 (cell)
yourname23@suffolk.edu

EDUCATION AND TRAINING:

Suffolk University
Bachelor of Science, Criminal Justice Major
GPA: 3.5

Boston, MA
September 2016–May 2020

- Member, Criminal Justice Society Student Club

Boston University
Leadership Development Certificate Program

Boston, MA
June 2015

RELATED COURSES:

- Theories of Crime | Pathways Through the Criminal Justice System | Research Methods in Sociology
- Juvenile Justice | School to Prison Pipeline | Women and Crime | Global Criminology

ACADEMIC EXPERIENCE:

Community Policing Team Project

Boston, MA
Spring 2019

Suffolk University: Crime and Mental Illness Course

- Performed research, collected and analyzed data about the community policing activities
- Created a media list, radio PSA, and cable television slide to help promote the center
- Assisted in incorporating all student projects into the final PowerPoint presentation

Restorative Justice and the School to Prison Pipeline Research Project

Boston, MA
Fall 2019

Suffolk University: Restorative Justice Course

- Designed a research project to analyze effectiveness of school-based RJ programming
- Conducted literature review using academic journal search and summarized peer-reviewed articles
- Wrote final paper and presented findings to class

WORK EXPERIENCE:

Social Media Assistant/Shift Leader/Trainer
IHOP

Brockton, MA
June 2018–November 2018

- Communicated marketing strategies to managers and staff
- Developed strategies and social media engagement plan to meet goal of \$325,000 in gift card sales
- Assisted in promotion and execution of raffle resulting in 500 participants a week
- Ensured customer satisfaction in fast-paced restaurant environment
- Trained new staff to provide quality customer service

Crew Member
Dunkin'

Boston, MA
January 2018–June 2018

- Prepared customer orders according as requested in an accurate and timely manner
- Processed payment transactions; balanced cash drawers and placed money in safe at end of shift
- Conducted inventory of supplies on a weekly basis and placed orders as needed

SKILLS:

- Basic Microsoft Word and Excel, Advanced PowerPoint; Adobe Photoshop
- Intermediate Google Suite (Google Drive, Docs, Slides, Gmail, Calendar, Sheets)
- Excellent Research and Writing Skills; Strong Communication and Presentation Skills