

CJ Criminology

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OBJECTIVE

Position in law enforcement/investigation using knowledge of crime theory, criminal investigation, and behavior patterns.

EDUCATION

Bachelor of Arts, Criminology and Criminal Justice, Anticipated graduation: May 20XX
University of Maryland (UMD), College Park, MD Major GPA: 3.3

RELATED COURSEWORK

Statistics in Criminology and Criminal Justice • Criminal Justice Research Methods • Introduction to Criminalistics • Business Writing • Contemporary Crime Theory • Criminal Law • Criminal Investigation

EXPERIENCE

Student Intern (Volunteer) June 20XX - Present

United States Probation Office, Washington, DC

- Review and proofread cases to ensure accuracy of information.
- Assist with the preparation of pre-releases and pre-sentence investigation reports.

Intern, Investigative Division

Maryland Office of Public Defender, Upper Marlboro, MD June - Aug. 20XX

- Interviewed suspects to gain insight on potential involvement in ongoing investigations.
- Independently wrote and served subpoenas to suspects.

Student Police Aide

Aug. 20XX - May 20XX

UMD, Department of Public Safety Police Auxiliary Unit, College Park, MD

- Prepared detailed activity logs on every 4-hour shift for review.
- Requested, reviewed, and logged identification of incoming campus traffic at restricted hours to determine access eligibility to on-campus location.

Loss Prevention Officer

Lord & Taylor, Gaithersburg, MD Sept. 20XX - May 20XX

- Observed shoppers covertly, via video camera, as well as overtly to deter suspicious activities.
- Identified and reported merchandise shortages to management as well as informed employees.
- Collaborated with law enforcement to report and investigate crimes.

SKILLS

Criminal Database Skills

- Electronic Case Filing System (ECF)
- Probation and Pretrial Services Automated Case Tracking System (PACTS)
- National Criminal Information Center (NCIC)

Language Skills

- Intermediate Spanish; Fluent in Arabic

ACTIVITIES

Rugby Football Team; UMD, College Park, MD

Criminal Justice Student Association; UMD, College Park, MD

Habitat for Humanity; New Orleans, LA

Earleigh Heights Volunteer Fire Company; Severna Park, MD