

## **JOHN C. DOE**

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### **EDUCATION**

Bachelor of Criminal Justice Degree  
**Governors State University**

December 2013  
**University Park, IL**

Associate of Arts, Concentration in Psychology  
**Prairie State College**

May 2010  
**Chicago Heights, IL**

### **RELEVANT COURSEWORK**

Criminal Justice Organizations and Process  
Computer Applications for Criminal Justice  
Computer Security, Law and Justice  
Law Enforcement and the Community

Diversity and Social Justice  
Justice System Research Design  
Criminal Law and Procedure  
Ethics in the Justice System

### **INTERNSHIP EXPERIENCE**

Records Department  
**Chicago Police Department, 4<sup>th</sup> District**

May - December 2013  
**Chicago, IL**

- Gained detail-oriented skills while writing up records, police reports and other legal documentation
- Maintained copies of case reports and materials, and distributed them to the proper personnel or agencies as requested
- Entered or archived data and updated law enforcement database
- Assisted front desk with citizen requests and general clerical duties

### **VOLUNTEER EXPERIENCE**

After-school Program Assistant  
**Chicago Public School TRiO Program**

2012 - Present

Participant, Bowling Tournament / Summer Games  
**Special Olympics – Illinois**

2009 - Present

### **WORK HISTORY**

Front-End Supervisor  
**Robert's Village Market**

2010 - Present  
**Springhill, IL**

- Promoted from cashier to front-end supervisor within four months of employment.
- Responsible for team of 15 cashiers; train new employees on store policy and procedures.
- Organize and distribute employees' daily task summaries and station assignments.
- Practice excellent interpersonal communication skills while easing customer concerns and resolving transaction disputes.
- Perform opening and closing duties, such as counting and delegating cash drawers, and maintaining store's overall appearance at beginning and end of day.

### **ADDITIONAL SKILLS**

- Proficient in Microsoft Office Suite, and intermediate use of records management databases (RMS) for National law enforcement
- CPR, AED & First Aid Certified