

JOHN C. DOE

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EDUCATION

Bachelor of Criminal Justice Degree
Governors State University

December 2023
University Park, IL

Associate of Arts, Concentration in Psychology
Prairie State College

May 2020
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, 4th District

May - December 2023
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

2022 - Present

Participant, Bowling Tournament / Summer Games
Special Olympics – Illinois

2021 - Present

WORK HISTORY

Front-End Supervisor
Robert's Village Market

2023 - 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