

FIRST NAME, LAST NAME

Street Address, City, State, Zip Code

Phone number: xxx-xxx-xxxx; E-mail address: name@gmail.com

EXPERIENCE

CASA Youth Advocates of Delaware and Chester Counties

Case Supervisor | Media, PA

July 2010 – Present

- Supervise volunteers to develop advocacy plans for children
- Participate in agency case conferences, and use organizational skills to effectively monitor report case and volunteer data
- Attend all assigned court hearings and maintain timely case records
- Oversee recruitment and screening of potential advocates
- Merge skills learned from attending conferences with daily work activities
- Gain knowledge of these software programs: CAD, RMS, GIS

Crime Victims Council of the Lehigh Valley

Case Manager | Allentown, PA

July 2005 – July 2010

- Honed communication skills serving as a liaison within the juvenile justice system
 - Advocated on behalf of clients with law enforcement, health care, and social services systems
 - Provided court accompaniment and supported clients at all levels of the legal system; also provided information and referrals to clients
 - Maintained accurate statistical data and client documentation and records
 - Further developed necessary skills to provide clients with crisis intervention
 - Gained knowledge about software programs (Agency Management System, KeyPass)
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INTERNSHIPS

Dauphin County Democratic Committee

Research and Funding Intern | Harrisburg, PA

June 2004 – June 2005

- Conducted market research on potential candidates and networked with them
- Effectively performed administrative responsibilities and utilized communication skills to work with supervisors and employers
- Researched donors for fundraising efforts, planned and managed events

Central Intelligence Agency | Washington, D.C.

Undergraduate Intelligence Analyst Intern

June 2003 – Aug 2003

- Worked on teams with full-time analysts to provide quality contributions to cases
 - Researched, analyzed, and wrote briefs on international political, military, economic, and leadership developments
 - Familiarized with the Agency by participating in a range of meetings and projects
 - Developed knowledge of COMPSTAT software
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SKILLS

General: Microsoft Word, Excel, PowerPoint, Outlook, Access

Crime Analysis: CAD, RMS, GIS, Agency Management System, KeyPass, COMPSTAT

Programming: Python (Beginner), R (Beginner), Strata (Intermediate), SPSS (Intermediate/ Advanced)

EDUCATION

The University of Scranton, Scranton, PA

May 2004

Bachelor of Science in Political Science; second major: Criminal Justice

- Concentration: Peace and Justice Studies
 - GPA: 3.6, Cum Laude
 - Study abroad (summer 2013): enrolled in International Justice course that included trips to Katholieke Universiteit Leuven in Belgium to meet with Criminologists, and to Amsterdam, Netherlands to visit the International Criminal Court and the International Criminal Tribunal for Yugoslavia
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HONORS

- Pi Sigma Alpha (Kappa Iota chapter), National Honor Society in Political Science
 - Alpha Phi Sigma (Epsilon Zeta chapter), National Honor Society in Criminal Justice
 - Pi Gamma Mu, International Honor Society in Social Science
 - Alpha Sigma Nu, National Jesuit Honor Society
 - Dean's List (7/8 semesters)
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LEADERSHIP

- President, College Republicans club, The University of Scranton
- Vice President, Criminal Justice club, The University of Scranton