

# YOUR NAME

108 South Main Street  
Brockton, MA 01810

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

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## 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*  
**Suffolk University: Crime and Mental Illness Course**

Boston, MA  
Spring 2019

- 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*  
**Suffolk University: Restorative Justice Course**

Boston, MA  
Fall 2019

- 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