

Jane Doe

1420 N. Charles St. | Baltimore, MD 21201 | Jane.doe@ubalt.edu | XXX-XXX-XXXX

EDUCATION

University of Baltimore, Baltimore, MD May 2021
Master of Science in Criminal Justice GPA 4.0

Notre Dame of Maryland University, Baltimore, MD May 2017
Bachelor of Arts in Psychology and Criminology GPA 3.79

PROFESSIONAL EXPERIENCE

Intern, House of Ruth Gateway Project, Baltimore, MD January 2017- May 2017

- Conducted intake interviews to assess client's judgement and fitness for the abusive intervention program.
- Worked with illiterate clients to help them complete assigned work for program completion.
- Increased client's awareness of abusive tactics to develop non-violent, egalitarian relationship skills.

Baltimore Field Division Intelligence Intern January 2016- May 2017
Bureau of Alcohol, Tobacco, Firearms, & Explosives (ATF), Baltimore, MD

- Utilized the National Integrated Ballistic Information Network (NIBIN) through data collection and interpretation in order to link otherwise disparate criminal investigations.
- Utilized N-Force, E-Trace, (*software*) and other ATF proprietary systems to assist in furtherance of criminal investigations.
- Assisted with administrative duties for ATF operations and training sessions.
- Worked alongside law enforcement personal in arson investigations by providing investigative assistance.
- Monitored and reviewed monthly financial reimbursement paperwork for special agents.

Teacher Apprentice, Notre Dame of Maryland University Baltimore, MD September 2016-December 2016

- Led and supported student engagement in a classroom setting by applying theoretical approaches to real-life concepts.
- Lectured a student classroom on behavioral learning mechanisms and organized lab related administrative work.
- Trained students on how to properly handle rodent subjects for experimental purposes by following ethical standards and protocols.

Cadet, Baltimore City Sheriff's Office, Baltimore, MD January 2016- October 2016

- Worked in an undercover capacity for a special operation related to alcohol investigations.
- Testified in Baltimore City Circuit Court pertaining to special operation cases.
- Supported the joint task force team in court by handling case paperwork and tracking verdict outcome.

HONOR/AWARDS

- Colonial State Athletic Conference All-Academic Team Honor January 2016
- Projects for Peace Grant January 2016
- Alpha Phi Sigma, Criminal Justice Honor Society April 2016

- Notre Dame of Maryland University Soccer Captain Fall 2016
- Notre Dame of Maryland University Dean's List January 2016- December 2016
- Notre Dame of Maryland University Dean's List December 2013- May 2014
- Montgomery County Executive Hispanic Scholarship November 2014

VOLUNTEER EXPERIENCE

Project Manager, Projects for Peace, Lima, Peru December 2015- September 2016

- Awarded a \$10,000 grant to improve the building structure of a well-known and already constructed community center in an extremely impoverished area in the town of Canto Grande, Lima, Peru.
- Successfully fundraised an additional \$26,000 to attain a total of \$36,000 for the project.
- Oversaw the blueprints, workers, and overall construction of the project.
- Managed the project's blog by updating the project's website and editing posts.
- Translated information from Spanish to English for the non-Spanish speaker group members.
- Assured that plans and goals were established, followed, and accomplished due to a time constraint.
- Recruited, motivated, and worked alongside community members who served as volunteers.

Study Abroad Volunteer, Women in Leadership & Service Abroad, Lima, Peru May 2015- January 2015

- Supported children with Down syndrome and Autism at an elementary school by promoting a student-teacher relationship.
- Assisted teachers in managing classroom activities and goal
- Coached a soccer team of underprivileged children ages 8-15 by improving their footwork skills, tactics, and speed by explaining different soccer plays and tactic movements.
- Assisted in an elderly program by encouraging participation in cognitive and physical activities.
- Tutored underprivileged children by helping them complete their homework after school.

Volunteer, Clothesline Project, Baltimore, MD March 2015- April 2015

- Worked with inmates at the Maryland Correctional Institute for Women in Jessup, MD.
- Listened to several inmates' stories and assisted them in making t-shirts that symbolized their experiences with domestic violence.
- Attentively listened and supported the women who had difficulty expressing their story of domestic violence.
- Helped translate experiences from verbal conversation onto their t-shirt with art materials.
- Raised awareness to the issue of violence against women by hanging the shirts of victims at Notre Dame of Maryland University for students, staff, and faculty to view.