

Name

000 Happy Merry Road • Lugoff, SC 29078 • 000-000-0000 • unknown@yahoo.com

EDUCATION

University of South Carolina (USC), Columbia, SC
Bachelor of Science in Criminal Justice, Dec. 2005

- **Minor:** Anthropology
- **Cumulative GPA:** 3.743

Central Carolina Technical College (CCTC), Sumter, SC 1/01 - 5/03

- Three credits shy of completing an Associate of Arts

RELATED COURSES

Research Methods in Criminal Justice	Criminal Courts
Sociology of Crime	Criminal Law
Juvenile Delinquency and Justice	Victimology
Criminal Justice and Mental Health	Drugs & Crime

EXPERIENCE

College Intern **6/05 – 7/05**
South Carolina Law Enforcement Division (SLED) **Columbia, SC**

- Scanned fingerprint cards into AFIS
- Sorted through 50+ years of criminal records
- Sequenced fingerprint master cards into current filing system
- Assisted with office paperwork and other similar duties

Cook **6/97 – 5/99**
Western Sizzlin **Lugoff, SC**

- Interacted with management and team of fellow employees
- Prepared food for restaurant patrons
- Cleaned the facility, washed dishes, prepped food

SKILLS

Computer: MS Office Professional (Word, PowerPoint, Excel, Outlook),
Internet, E-mail, HTML (basic)

Language: French, Basic understanding of writing, reading, & listening

HONORS & ACTIVITIES

- USC President's List, Spring 2005
- USC Dean's List, Fall 2003, Fall 2004, Fall 2005
- CCTC President's List, Fall 2001, Fall 2002, Spring 2003
- CCTC Dean's List, Spring 2002
- Alpha Phi Sigma Criminal Justice Honor Society, *Member*
- Phi Theta Kappa Academic Honor Society, *Member*
- Graduated USC *Cum Laude*