

Name

unknown@mailbox.sc.edu
(000) 000-0000
0000 Happy Street
West Columbia, SC 29170

OBJECTIVE

An internship in a forensic laboratory or related area

EDUCATION

University of South Carolina, Columbia, SC
Bachelor of Science in Criminal Justice May 2007

- Minor: Women's Studies
- Current GPA: 3.4 / 4.0
- Financing 100% of education through scholarships including the Palmetto Fellows Scholarship and the University Scholars Scholarship
- The National Dean's List
- Who's Who Among American College Students
- University President's List and Dean's List

RELATED COURSES

Introduction to Forensic Chemistry	Research Methods in Criminal Justice
General Chemistry I & II	Criminal Courts
Descriptive and Elementary Statistics	Criminal Law

COMPUTER SKILLS

Proficient in Excel, Word, and Power Point

CRIMINOLOGY EXPERIENCE

Lexington County Sheriff's Department, Lexington, SC
Major Crime Unit Intern (06/06-08/06)

- Worked with the drug chemist in the laboratory with testing unknown and illegal substances
- Worked alongside seasoned detectives on active cases including homicide, rape, criminal domestic violence, robbery, and missing person cases among others
- Worked with the Victim's Advocates in their duties of communicating with victims and helping victims understand the court process
- Participated in Bond Court proceedings and the Criminal Domestic Violence Court proceedings as a victim advocate representative

MANAGEMENT EXPERIENCE

Lane Bryant, Columbia, SC
Full Time Key Holder- (09/06-present)

- Trained and supervised up to 4 employees per shift
- Motivated staff to achieve weekly and monthly sales and credit goals
- Increased leadership and conflict resolution skills
- Served as Credit Captain and Backroom Supervisor
- Responsible for all operations of the store including opening, closing, paperwork, inventory among all other responsibilities

Style Expert (03/06-09/06)

- Provided quality customer service to individual customers
- Assisted managers and other employees with merchandise, inventory, freight, and all other related responsibilities of store upkeep

Babies 'R' Us, Columbia, SC (01/05-03/06)
Front End Supervisor

- Trained and supervised up to 8 front end employees per shift
- Proved to be an upstanding role model for fellow employees
- Effectively resolved disputes within the staff and with customers
- Responsible for all returns, sales, and customer service on the front end

Baby Gear Associate and Cashier

- Demonstrated excellent customer service and time management skills
- Developed repeat customer base
- Provided expert knowledge on baby gear items and responsible for helping new parents register for their baby gear items including strollers, car seats, swings, high chairs, etc.
- Provided quality customer service to new parents

References available upon request

