

**Name**

**Permanent Address:**  
000 Maple Hills Drive  
Charleston, SC 29407  
(000) 000-0000

unknown@juno.com

**College Address:**  
P.O. Box 00000, USC  
Columbia, SC 29225  
(000) 000-0000

**EDUCATION**

**University of South Carolina**, Columbia, SC  
Bachelor of Science in Criminal Justice, May 2005

- Minor: Sociology
- GPA: 3.25

**RELATED COURSES**

Criminal Law	American Criminal Court System	Private Security
Youth-at-Risk	Probation, Parole and Pardon Services	Crime Prevention

**RELATED EXPERIENCE**

**Security Guard** 9/98 - present  
*Rich's Department Store, Columbia Mall, Columbia, SC*

- Apprehend shoplifters and conduct appropriate follow-up procedures.
- Contribute to store security by checking store before opening and after closing, and programming alarm system accordingly.

**Counselor** 5/98 - 8/98  
*Pinnacle Summer Camp, Blowing Rock, NC*

- Supervised male youths ages 8-16 in month-long camp sessions.
- Explained and enforced policies and procedures in residential, social and educational settings.
- Conducted 5-day "survival" hikes and instructed youth in basic life skills.

**Committee Member** 8/97 - present  
*Criminal Justice Association, USC, Columbia, SC*

- Assisted with the planning and coordination of the College of Criminal Justice's Annual Career Fair.
- Attend presentations and discussions on criminal justice related issues.

**Volunteer,** 8/97 - present  
*Community Service Programs, USC, Columbia, SC*

- Participate in the "New Alternative Youth Mentor Program" by serving as a mentor for a nonviolent juvenile offender. Monitor youth's personal and academic growth.
- Volunteered in various "one-shot" volunteer programs including those focused on homelessness, tutoring, literacy and health education.

**ADDITIONAL EXPERIENCE**

**Server** 8/97 - 5/98  
*Outback Steakhouse, Columbia, SC*

- Demonstrated time management, conflict resolution and communication skills.

**Sales Clerk** 9/96 - 8/97  
*Grady Electrical Supplies, Charleston, SC*

- Provided quality customer service to corporate and individual customers.
- Assisted owner with merchandise procurement, inventory and delivery.

**COMPUTER SKILLS**

Microsoft Word 6.0, Access, Excel, PageMaker, SAS, SPSS

**HONORS**

USC Dean's List, Who's Who Among American Colleges and Universities, LIFE Scholarship Recipient