**Jane E. Doe**

123 North Silverdale Drive, Apt.115, Johnson City, TN 37605

423-555-5555 (Cell) | jedoe@xyz.com

**Objective** To secure an experiential learning or internship opportunity

**Education B. S. in Criminal Justice/Criminology**, GPA 3.52, May 2020

Minor: **Psychology**

East Tennessee State University (ETSU), Johnson City, TN
Selected Courses: Course Title, Course Title, Course Title, Course Title

**Experience Career Ambassador**,ETSU Career Services, Jan 2018 - Present

* Performed general clerical and greeting duties
* Conducted web research for staff
* Maintained good organization and scheduled Handshake/Outlook appointments

**Student Staff,** ETSU Center for Physical Activity, Aug. 2016- Dec. 2017

* Applied organizational and communication skills
* Interacted with faculty, staff, students, and guests of ETSU
* Updated information on electronic kiosks using PowerPoint

**Cashier** Dollar Tree, Kingsport, TN, May 2014 – Aug. 2016

* Provided customer service and assisted with inventory

**Skills** Languages: English (native), Spanish (Two years collegiate training)

 Training: Spanish Language Use for Police Work - ETSU

 Equipment: Skilled in Firearm Safety and Marksmanship - ETSU

 Abilities: Website Developer, Types 40+ WPM

 Software: Windows 10, MS Office, Banner

**Activities** Alpha Chi-Rho Omega Inc. (Sorority), ETSU

Habitat for Humanity, ESU

Missions Worker, Assisting Flood Victims in Nashville, TN Intermural Basketball, Golf, Football and Volleyball (fitness)