

# JANE E. DOE

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## OBJECTIVE

To secure a co-op/internship in my academic major

## EDUCATION

**B. S. in Criminal Justice/Criminology**, GPA 3.02, (May 2013 expected)  
Minor: **Psychology**  
East Tennessee State University (ETSU), Johnson City, TN  
Selected Courses: Course Title, Course Title, Course Title,  
Course Title, Course Title, Course Title

## EXPERIENCE

### **Student Worker** (Jan. 2011-Present)

ETSU Career Services Office

- Performed general clerical and greeting duties
- Conducted web research for staff
- Maintained organization and scheduled Outlook appointments

### **ETSU Student Worker** (Aug. 2010- Dec. 2010)

Wayne G. Basler Center for Physical Activity

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

### **Cashier** (May 2009-08/2009)

Dollar Tree, Kingsport, TN

- 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: Web Page Developer, Typing 40+ WPM  
Software: Windows 7, MS Office, Banner System (for student help)

## ACTIVITIES

Alpha Chi-Rho Omega Inc. (Sorority), ETSU  
Habitat for Humanity, ETSU  
Missions Worker, Assisting Flood Victims in Memphis, TN  
Intermural Basketball, Golf, Football and Volleyball (fitness)