

# Jane Doe Hornet

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## PROFILE

A Criminal Justice major and December 2015 graduate of Delaware State University, seeking a role as a Youth Treatment Specialist with the State of Delaware; knowledge of case management which includes assessing, planning, developing, implementing, monitoring and evaluating options and services to meet an individual's service needs.

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## EDUCATION

**Delaware State University**, Dover, Delaware: Graduation Date: December 2015

Cumulative GPA: 3.32 B.S. in Criminal Justice

- **International Study Abroad: Paris, Avignon, Barcelona**
- **Sexual Assault Peer Educator Training**

## HONORS

- Pi Gamma Mu International Honor Society in Social Sciences 2014, Deans List Fall 2014 - Spring 2015, NSLS Fall 2015
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## WORK EXPERIENCE

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**Career Student Ambassador**, Office of Career Services, Delaware State University

07/01 - Present

Assist students with resume and cover letter critique and provide guidance on how to use pertinent resources in addition to specialized functions within their respective roles; Create and disseminate weekly emails to students about current job/internship opportunities; Ensure that the employer database stays up to date

**President of the Criminal Justice Club**, Delaware State University

2014- 2015

External liaison for the organization; Schedules and runs board and organization meetings; Serves as a role model for approximately 15 members

**Sales Associate, Torrid**, Dover, Delaware

09/14 - Present

Assists customers in making selections and finishing sales; Ability to persuade customers to sign up for the Torrid's Insider credit card; Assists with setting up massive marketing displays for holiday seasons

**Sales Associate (Workload)**, Tilly's Dover, Delaware

08/13 - 11/14

Handled incoming and shipment of merchandise; Workload leader; In charge of changing floor sets for new merchandise  
Handled incoming calls for a variety of sales, customer service, and returns issues for customers

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## VOLUNTEER & EXTRACURRICULAR ACTIVITIES

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**Step Mentor**, Dover High School

2014-2015

Mentoring and introducing approximately 25 high school students with the art of stepping; Enhancing the students stepping abilities and techniques; Promoting sisterhood as well as brotherhood in a student body environment

**Driver**, Meals on Wheels, Modern Maturity Center

08/14 - 12/14

Provided transportation to deliver hot, nutritious meals to homebound senior citizens  
Worked as an outreach worker to determine what nutrition needs were vital for each family

Member of iSTEP Step Team, N.O.B.L.E, F.L.I.P, Breast Cancer Walk, HIV/AIDS Walk