

Chelsea R. Letts

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5415 Woodcrest Avenue, Philadelphia PA 19131

Education

Bachelor of Science Saint Joseph's University Philadelphia, PA 2014

Criminal Justice Major, Communications Minor

Cumulative GPA 3.69

Alpha Phi Sigma, National Criminal Justice Honor Society Member

Related Coursework: Data Analysis (SPSS), Basic Criminal Intelligence Analysis, Writing for Organizations, & Public Speaking

Honors/Awards

Dean's List (6 consecutive semesters)

Presidential Academic Achievement Scholarship

W.W. Smith Trust Scholarship

Leadership Experience

Executive Board Saint Joseph's Student Union Board, Jan 2012- present

Secretary/Treasurer, 2013

- Organize general member board population, manage \$300,000 budget, created and implemented co-sponsorship program & designed and maintain organization website

Late Night Co-Chair, 2012

- Planned and facilitated 15 late night programs for the students on the weekend as alternatives to drinking
- Attended 3 regional & 2 national conferences, as a representative of the university, to share experiences with other schools and acquire more comprehensive leadership skills

Executive Board (Security Co-Chair) for Saint Joseph's Spring Concert, Jan 2012 –present

- Serve as liaison between the Saint Joseph's Public Safety & outside contract security team brought in for the event, and assist security team during the show.

Student Budget Advisory Committee (Chairperson), September 2012-present

- Allocate funds to various campus clubs and organizations.
- Attend budget hearings, deliberate with the other board members and faculty,
- Make executive decisions regarding the specific amount of funds each club/organizations will be granted.

Work Experience

Intern at The Bureau of Alcohol, Tobacco, Firearms and Explosives, September 2013-present

- Assist Group VI (Philadelphia Division) agents in their tasks, including the legal destruction of old evidence
- Observe briefings, a proffer, undercover meets, and a meeting with the US Attorney's office
- Reviewed previous affidavits to understand the specifics of "probable cause" and knowledge of case work

"Hawk Host" Admissions Tour Guide, September 2011 – present

- Provide informative campus tours to families on a weekly basis, staff Open Houses and other campus events.
- Answer questions from students & parents as a representative of SJU and the "magis" in all interactions

Rita's Italian Water Ice, March 2010-September 2012

- Engaged in quality customer service to all patrons of the business, as well as effectively maintain the order of the shop throughout shifts.