

ROBERT SMITH

Jr. Criminal Justice

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SUMMARY

Recent college graduate seeking new opportunities. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.

SKILLS

Internet browser, Word, Excel, Microsoft outlook, Calculator.

WORK EXPERIENCE

Jr. Criminal Justice

ABC Corporation - 2012 – 2012

- Worked directly with customers and provided extensive customer service experiences.
- Responsible for running the store by duties included opening and closing the store, maintaining register efficiency and making bank deposits.
- Played key role in training new associates and maximizing store efficiency on both the sales floor and within our stock room.
- Completed inventory counts on both a daily and weekly basis to ensure inventory integrity.
- Processed both inbound and outbound shipments, assessed each and every product to ensure quality control.
- Tasked with calling our most loyal customers to inform them of our on-going or upcoming specials.
- Responsible for helping to maintain business sustainability.

Criminal Justice

ABC Corporation - 2007 – 2012

- teacher and I taught students from the grade levels of 9th through 12th grade.
- Taught the students everything from the penal code to crime scene investigations.
- Was also in charge of the Law Enforcement Club where I oversaw the students on special projects that helped out the community (I.E.
- Toys for Tots and graffiti cleanup).
- This allowed the students to give back to their community.
- Was responsible for the Criminal Justice Budget that was allotted to me from the school board.
- Followed a strict curriculum that was mandated by the State of Texas..

SCHOLASTICS

- Bachelor's in Criminal Justice Administration - (University of Phoenix - Phoenix, AZ)