

# YOUR NAME

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## EDUCATION

**Bachelor of Arts in Criminal Justice**  
**Southeastern Louisiana University** (SLU), Hammond, LA  
Minor: French

**May 2022**  
GPA: 3.5/4.0

## RELEVANT EXPERIENCE

### Intern

**May 2021-Present**

**Hammond Police Department**, Hammond, LA

- Shadowed 5+ officers during multiple shifts to understand law enforcement best practices
- Collaborated with administrators to create Excel spreadsheet of training statuses of 20+ employees

### Senior Staff Reporter

**August 2020-Present**

**The Lion's Roar** (SLU student newspaper), Hammond, LA

- Investigated 5+ stories each week by attending events, interviewing key individuals, and conducting online research
- Wrote and proofread 2 stories on sports, news, or arts and entertainment for weekly publication
- Consistently met deadlines to fact check up to 15 stories per week

### Administrative Assistant

**May 2019-March 2020**

**Jane Doe Private Investigations, LLP**, Hammond, LA

- Promoted from runner to administrative assistant in first 3 months due to excellent initiative
- Worked 20+ hours per week while enrolled in 18 credit hours, maintaining a high GPA
- Entrusted with receiving, recording, and depositing cash payments in excess of \$3,000

## LEADERSHIP EXPERIENCE

### Philanthropy Events Chair

**August 2018-May 2019**

**Zeta Phi Beta Sorority Inc.**, Eta Lambda Chapter, Hammond, LA

- Oversaw team of 30+ throughout academic year to create and implement 13-hour event
- Created detailed plans for motivating participants throughout event that raised \$300,000+ for Children's Hospital

### Mentor

**March 2018-October 2018**

**Al's Pals Mentorship Program**, Hammond, LA

- Tutored 5<sup>th</sup> grade students in underserved schools, resulting in noted behavioral improvements
- Incorporated simple and straightforward language to effectively convey complex concepts

## AWARDS & HONORS

Dean's List, 3 semesters; James H. Morrison Excellence in Government Endowed Scholarship

## SERVICE & INVOLVEMENT

Habitat for Humanity, French Club, International Festival Host

## SKILLS

Microsoft Office Suite (Excel, PowerPoint, Word)