

Joelle L. Smykowski

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OBJECTIVE	To become a member of a positive team and working environment in which my experience and efforts in data analysis and report writing contribute to the overall well-being and effectiveness of an operation.	
EDUCATION	M.S. Criminology, Graduate Certificate GIS Portland State University, Portland, Oregon <i>Specialization: Quantitative Data Analysis, Geographic Information Systems (GIS)</i>	June 2013
	Professional Peace Officer Certification Minneapolis Community & Technical College, St. Paul, Minnesota	August 2009
	B.A. Criminal Justice University of St. Thomas, St. Paul, Minnesota <i>Major: Criminal Justice</i>	May 2009
EXPERIENCE	Portland State University (Portland, OR) <i>Graduate Research Assistant – Law Enforcement Contacts and Data Review Committee (LECC), Criminal Justice Policy Research Institute (CJPRI)</i>	Fall 2011 – Spring 2013
	<ul style="list-style-type: none">• Survey coding and quarterly analysis of survey responses• Record minutes and organize meetings of quarterly Law Enforcement Contacts and Data Review Committee• Conducted individual research and analysis for the Criminal Justice Policy Research Institute	
	Account Manager (American Security, LLC) (St. Paul, MN)	
	<ul style="list-style-type: none">• Report writing• Systematic documentation of expenses and officer statistics• Manage budget• Problem arbitration, coaching and counseling, and performance reviews	January 2010 – April 2011
	Community Service Officer (Minneapolis Police Dept.) (Minneapolis, MN) <i>A transitional cadet program for new police recruits</i>	September 2008 – October 2009
	<ul style="list-style-type: none">• Data input and retrieval for police impound unit• Report writing• Identify and report criminal activity and respond to citizen complaints	
SKILLS	Office Administration (Univ. of St. Thomas) (Minneapolis, MN) <i>Department of Public Safety</i>	
	<ul style="list-style-type: none">• Manage computerized building access accounts for student body and faculty• Uphold the safety and confidentiality for university members• Monitor and record calls into CAD system• Manage and analyze daily, monthly, and yearly sales	June 2006 – May 2009
SKILLS	Highly proficient in all Microsoft Office software, SPSS, and Stata data analysis software. Familiar with R statistical software and SQL. Highly proficient with ArcMap 10 and 10.1 software. Highly proficient in report writing. Highly proficient with GeoDa spatial analysis software. Familiar with python programming language.	
COMMUNITY SERVICE		Spring 2012
	Volunteer Intern Portland Police Bureau, Property and Evidence Division	Summer 2008
	Volunteer Intern St. Paul Police Department, Chief's Office	2008 – 2009
	Volunteer for Youth Services Minneapolis Police Activities League (PAL)	