Objective

Entry level position which will provide a challenging and fulfilling work experience with possibility of advancement in the Portland Oregon area.

Profile

Motivated, professional individual whom holds a Bachelor’s Degree in Criminal Justice Administration. Currently in the second and final year of the Master’s of Public Administration program at Portland State University with a specialization in global leadership and management.

While employed, my occupation is of the utmost priority with further education scheduling . Very familiar with computer operations, report preparation, record keeping, and personnel management. Very much a self starter and extremely anxious to find my place and make a difference.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Project Management * Report Preparation * Written Correspondence * General Office Skills | * Computer Savvy * Public Relations * Scheduling * Maintenance and Record Keeping | * Personnel Management * Professional Presentations |

Professional Experience

PERSONNEL SUPERVISION

* Dictated and monitored task assignments for subordinates
* Provided training and indoctrination to both subordinates and new employees
* Managed subordinate training schedule and qualification progress

MANAGEMENT AND RECORDS

* Maintained records and logs for all rescue and survival equipment aboard a Coast Guard unit
* Maintained radio transmission logs and Coast Guard SORTIE folders
* Inspected and maintained all rescue and survival equipment in accordance with Coast Guard Commandant Instruction
* Maintained felony case folders both before arraignment and after case completion

Operational and office skills

* Operated and provided assistance upon Coast Guard small boats during search and rescue and law enforcement missions.
* Knowledgeable of communications equipment. Operated a variety of computer, radio, and radiation detection equipment.
* Maintained a high amount of incoming data for the District Attorney which involved the use of many different computer systems.

Employment History

* UNITED STATES COAST GUARD- Hudgins, VA; Monterey, CA

Boatswain’s Mate 2006-2010

* MULTNOMAH COUNTY DISTRICT ATTORNEY’S OFFICE- Portland, OR

Office Assistant II 2011-2012

Education

Virginia commonwealth university – richmond, va

Criminal Justice Studies, 2003-2006

cOLUMBIA southern university – orange beach, al

Bachelor’s of Science Criminal Justice Administration, 2011

GPA: 3.79/4.0

portland state university – portland, or

**Master’s of Public Administration, 2013**

GPA: 3.75/4.0 (Currently)

**Interests**

Along with pursuing higher education and maintaining employment, I have for many years held an interest in being a part of my community. In both Virginia and Oregon I have been active in various volunteer projects. Since arriving in the Portland area, I have most recently engaged in projects with the Friends of the Multnomah County Library. Most recently I assisted in this particular organizations event, the “Fall Used Book Sale 2012”.