# Courtney M. Speropolous

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## EDUCATION

**Boston College** Chestnut Hill, Ma                    September 2010- May 2014
College of Arts and Sciences
Bachelor of Arts/Sciences in Psychology, Clinical Concentration

## EXPERIENCE:

**Middleton Correctional Facility** Middleton, Ma.                    January 2014- May 2014
Case Management Intern
- Gained general knowledge of Case Management Software and applicable use (SIRS). Aided in case interviews, administering inmate orientation and housing assignments, along with the compilation of information for intra-prison adjustments. Gained specific insight into PREA, SORB, and dealing with especially vulnerable prison populations (sex offenders). Also aided in post-incarceration societal reintegration planning and aided in individual therapy for individuals with severe mental health issues.

**Boston College Catering Services** Chestnut Hill, Ma.                    August 2013- May 2014
- Worked both preparing and serving food for large volume events. Provided exceptional customer service in a fast-paced environment, including greeting and seating customers, creatively preparing dishes and table placements, ensuring adequate sanitation measures were taken both in and out of the kitchen, assisted in food storage and inventory control activities, and disposed of wasted food as per company standards.

**Boston College Police Department** Chestnut Hill, Ma.                    September 2012-May 2014
Student Intern
- Data entry of classified information into ARMS case management system. Responsible for the distribution of police reports along with reconciliation of quarterly expense reports. A detective's apprentice, I reviewed critical evidence, assisted with crime report write-ups, utilized AIRSOFT to retrieve stolen electronics and accessed CJIS for background checks.

**Boston College Dining Service** Chestnut Hill, Ma.                    September 2012-August 2013
- Worked as a weekend "late night" food server at campus dining hall. Gained extensive knowledge of food and beverage serving standards and safe food handling practices. Addressed customer questions regarding food ingredients, garnishes and preparation procedures. Calmly and courteously dealt with customer complaints to ensure exemplary customer service.

**American Surgical Company** Lynn, Ma.                    June 2011-January 2014
Quality/Research Intern
- Aided in two internal audits. Responsibilities included procedure revisions, determining nonconformances, and creating CAPAS. Ensured the utilization of 6 sigma processes.
- Partook in product quality research with a specific interest in Endotoxin presence in product. Did extensive laboratory work to lower existing levels of Endotoxin to meet FDA specs by researching the source of contamination back to thread vendor during a year long experimental investigation. Process required presentation of self-created experimental design write-ups and subsequent statistical findings.
- Lead a company wide welder validation process. Aided in the creation of a Welder Validation Protocol for future testing of machine efficiency and safety.

## VOLUNTEER EXPERIENCE and/or ACTIVITIES

**SAT  Teacher/ College Mentor**                                    May-August 2013
- Worked for La Vida providing SAT preparatory training to children from low socioeconomic backgrounds in Lynn, MA. Responsibilities included creating daily educational plans, providing individual college planning meetings, and teaching 12-15 teenagers ages 15-17 years of age three days a week in two hour increments.

**Service Trip (Cuernavaca, Mexico)**                                    August 2012
- Engaged in a yearlong fundraising endeavor to buy young children in Cuernavaca shoes for school enrollment. Lived amongst natives and local Jesuits immersing fully into their society as social justice advocates and volunteers.

**Abroad Experience (Granada, Spain)**                                    June-July 2012
- Mastered verbal Spanish skills in an upper level course in Andalucía, Spain. Gained valuable cultural competence and adaptive skills.

## SKILLS
**Computer:** PC and Mac- Microsoft Excel, PowerPoint, Word, Google Docs, Social Media Networks
**Languages:** English (Fluent) and Spanish (Fluent).