

## Nai Unique Kelly Professional Summary

📍 Canton, MS 39046 ✉️ naikelly521@gmail.com 📞 769-798-1511

**Committed, goal-driven** fresh graduate seeking to apply abilities and attain experiences pertaining to investigation/detective positions. Acquired a solid understanding of federal, state, and local law enforcement processes and techniques. Adaptable and dynamic, with a strong moral compass to increase personal performance, engagement, and motivation to coordinate diverse security initiatives. Capable of efficiently communicating and managing delicate situations with sensitivity, poise, diplomacy, and accountability and exhibiting a quality of solid judgment and problem-solving skills.

### CORE COMPETENCIES

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Law Enforcement | Public Service | Legal Knowledge | Investigative Principles | State and Federal Regulations | Criminal Justice Management | Data Collection & Analysis | Preservation of Evidence | Documentation & Presentation | Safety Standards | Teamwork & Collaboration | Verbal & Written Communication Skills  
**Technical Skills:** Microsoft Office Suite (Word, Excel, PowerPoint) IT

### EDUCATION

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#### **Bachelors of Criminal Justice, Minor Psychology**

University of Mississippi – Oxford, MS | 2019 – 2022 | Maintained GPA of 3.0

**Accomplishments:** National Honor Collegiate Scholar, Ole Miss Opportunity Scholar, Phi Sigma Theta National Honor Society

Masters of Criminal Justice, Leadership Emphasis  
August 2022-May 2024

### KEY SKILLS AND EXPERTISE

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#### **Problem-Solving:**

- Demonstrate investigative skills when evaluating criminal activities and employing logical methods in handling cases.
- Responsible for briefings, case findings by providing valuable information to make recommendations for prosecution or to continue for further investigations
- Responsible for collaborating with state, federal, and local agencies to assist with complex investigations that produce results and improve security measures.

#### **Security Procedures:**

- Observe disturbances and violations of established guidelines and develop distinct responses based on facts.
- Promote efficient investigation by performing calls, monitoring crime scene processing, and collecting evidence.
- Possess the ability to prepare emergency action plans with the law enforcement authorities for necessary backup.

#### **Integrity & Confidentiality:**

- Establish a strong ethical foundation to build the highest level of integrity and professionalism.
- Showcase ability to maintain case confidentiality following OSHA standards, legal regulations, and state law.

- Foster a secure environment by mobilizing analytical and decision-making skills during challenging situations.

## PROFESSIONAL EXPERIENCE

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### Manager/Cashier

T & D Sandwich Shop; Canton, MS

January 2016 –

Present

- Address consumer complaints and inquiries competently while following applicable health and safety laws.
- Receive payments and issue receipts to customers while maintaining the accuracy of orders and prices at the register.
- Develop and implement initiatives to improve operations, expand the customer base, and increase profit growth.
- Foster coordination with cross-functional teams and vendors for completing orders to meet customer expectations.
- Analyzed and responsible for auditing large data set of sales, inventory, and operations for operational needs
- Collaborated with local vendors to prepare for city events
- Managed team members
- Responsible for managing financial deposits
- Responsible for maintaining building locks and security codes

### Receptionist

January 2023

Mercedes Benz; Jackson, Ms

-Present

- Answering the phones, greeting customers, and assisting in scheduling sale appointments
- Work cooperatively with sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents
- Receive, sort, and distribute confidential correspondences to customers
- Scan confidential documents to transfer to higher department
- Facilitate loaner cars to customers that are getting serviced
- Process payment transactions, manage accounts payable, releasing invoices, and resolve account discrepancies

### Volunteer Experience/Community Service

Alpha Kappa Alpha Sorority, Inc. Upsilon Upsilon Omega Chapter... January 2023

- Honored the life and legacy of Dr. Martin Luther King at our “We are One” AKA Service Day