

## **Susan A. Brown**

762 Oak Park Boulevard • Kent, Ohio 44240 • (330) 672-1234 (Until August 2012)  
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### **OBJECTIVE**

To obtain a position in the corrections field utilizing acquired education and over three years of experience in the field.

### **EDUCATION**

Bachelor of Arts, August 2014  
Kent State University, Kent, Ohio  
Major: Criminology and Justice Studies      Major GPA: 3.45

### **COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint, Publisher

### **RELATED EXPERIENCE**

**Intern**, Adult Probation Department of Summit County, Akron, Ohio (2012 - 2013)

- ◆ Screened adult offenders for appropriate referrals.
- ◆ Facilitated group meetings of up to 15 for first-time offenders.
- ◆ Maintained detailed records of interactions with clients and outside agencies.

**Security Aide**, Kent State University, Residence Services, Kent, Ohio (2010 - 2013)

- ◆ Enforced university policies and regulations in halls and various buildings campus wide.
- ◆ Worked cooperatively with campus police department.
- ◆ Responded to behavioral and/or crisis situations using communication and behavioral management skills.
- ◆ Received extensive training on safety measures, communication skills, conflict management and two-way radio procedures.

### **OTHER WORK EXPERIENCE**

**Camp Counselor**, Camp Burton, Burton, Ohio (Summers 2010 - 2012)

**Waitress**, Olive Garden, Cuyahoga Falls, Ohio (2009 - 2010)

**Server**, Applebee's, Cuyahoga Falls, Ohio (2008 - 2009)

### **ACTIVITIES**

**Member**, Alpha Iota, Criminal Justice Fraternity (2010 - 2013)  
Historian (2010 - 2012)  
Secretary (2009 - 2010)

**Volunteer**, Habitat for Humanity (2012)