

Recent Grad New

Address • City, ST Zip • phone • email

CAREER PATH

Apply my 3 years of administrative experience, passion for people and social relations education to supporting at-risk youth as a development program coordinator or counselor.

EDUCATION

Criminal Justice, Bachelor's, University of State, City, ST 2008
Sociology, Minor, University of State, City, ST 2008

COORDINATION & PROGRAMMING EXPERIENCE

Customer Service Representative, *Company A*, City, ST 2008 – present

- Manage \$25,000 in transactions daily
- Serve wide scope of customers
- Provided quality customer service leading to customer satisfaction

Activities and Projects Coordinator, *Company B*, City, ST 2006 – 2007

- Coordinated and executed 25+ community events
- Marketed activities through print advertising, cold calls and media

Intern, *City Police Department*, City, ST Summer 2006

- Prepared, distributed and recorded public relations surveys and citizen comments
- Collaborated directly with department captain, handling administrative tasks on his behalf
- Managed, organized and updated massive amounts of complex government files
- Maintained security and integrity of confidential legal documents and evidence
- Coordinated registrations of juveniles, adults and weapon registrations

Executive Assistant, *University of State Student Body*, City, ST 2005 – 2006

- Organized and executed routine business operations and communications
- Extensive information management; includes transcription, copying and scanning

Part-Time Employment: 4.5 years customer relations experience in the service sector

LEADERSHIP & HONORS

Cum Laude Honors Graduate, *University of State* 2008
Senator, *University of State Student Government* 2006 – 2007
Honored as “Emerging Leader,” *University of State Student Affairs* 2004 – 2006
Captain, *North High Track and Cross Country* 2003 – 2004

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