

# JOELLEN STUDENT

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## OBJECTIVE:

Obtain a position as a Parole Officer at Hamilton County Correctional Department

## EDUCATION:

### **Bachelor of Science in Criminal Justice**

*University of Tennessee at Chattanooga*

Expected May 2012

- GPA: 3.0

## RELEVANT COURSEWORK:

- Violence in America
- Correctional Admin. & Legal Rights of Inmates
- Information Systems in Criminal Justice
- Law and Justice System
- Minorities in Criminal Justice
- Victimology

## RELEVANT EXPERIENCE:

### **Intern**

*Chattanooga Police Department*

Summer 2010  
Chattanooga, TN

- Learned police policies and procedures, including inmate rights, officer duties, etc
- Developed investigative skills through observation and projects
- Utilized communication and organization skills in preparation of reports

## OTHER EXPERIENCE:

### **Bookstore Worker**

*University of Tennessee at Chattanooga*

August 2008 – Present  
Chattanooga, TN

- Ensured customers were satisfied, by providing excellent customer service, answering questions, and helping them locate items
- Maintained a positive work environment with coworkers, supervisors, etc

## HONORS AND AWARDS:

- HOPE Scholarship, 2008 – Present
- Golden Key International Honour Society, 2009 – Present

## COMPUTER AND LANGUAGE SKILLS:

- Intermediate Microsoft Office skills, including Excel, PowerPoint, and Word
- Conversational knowledge of Spanish language

## EXTRACURRICULAR ACTIVITIES:

- **Criminal Justice Students Association, UTC**, 2009 – Present
  - *Secretary*, 2010
- **Boys and Girls Club, Chattanooga, TN**, 2010 – Present