

Suzy Q. Student
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Objective: To obtain the position of XYZ at XYZ Company

Personal Summary

- Strong interest in casework services learned through internship experiences
- Ten years' experience working with public in variety of situations and environments
- Excellent interpersonal and problem solving skills developed through work experience
- Proven time management skills exhibited as trainer and server

Education

Bachelor of Science in Criminal Justice

Concentration in Corrections
University of Tennessee at Chattanooga
Graduation date: May 2009
GPA: 3.0

Relevant Experience

- | | | |
|---------------|--------------------------|--------------|
| Intern | Chattanooga Police Dept. | Summer, 2005 |
|---------------|--------------------------|--------------|
- Learned police policies and procedures
 - Developed investigative skills through observation
 - Utilized communication and organization skills in preparation of reports

Relevant Skills

- Conflict resolution skills gained through experience working with public
- Planning and organizing skills acquired through planning and implementing training
- Customer service skills developed through work as server and waitress
- Case management skills gained through intern experience

Other Work Experience

2008 - 2009	Server /Trainer	Red Lobster
1997 - 2008	Waitress/Trainer	O'Charley's