

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