

JOHN Q. PUBLIC

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OBJECTIVE

An entry-level, professional position within the criminal justice system as a Paralegal.

EDUCATION

Rutgers, The State University of New Jersey: Newark College of Arts and Sciences
Bachelor of Science, Criminal Justice, May 2010 **GPA: 3.0**

RELATED COURSES

Criminology; White-Collar Crime; Case Processing: The Law and Courts; Culture and Crime; Delinquency and Juvenile Justice.

ACHIEVEMENTS

Finance 100% of college and living expenses through savings as well as summer work.

RELATED EXPERIENCE

State of N.J., Morristown, NJ: Superior Court of NJ/Civil Division, Intern, Fall 2008

Checked in litigants and gave them briefings on what they could expect on that particular day. Reviewed judge dockets daily and made adjustments as necessary. Assisted legal clerks in assigning cases to the different judges. Maintained records and performed archiving of closed cases. Acted as first point-of-contact for both litigants and their attorneys. Developed competency in Westlaw and LexisNexis software.

The Think Tank, Guttenberg, NJ: Research Intern, Spring 2008

Served on a team of six to create a research project on the effects of the tuberculosis resurgence on prison inmates. Researched and obtained materials for literature review. Administered survey based on that research. Surveyed 10 correctional facilities for women in eight states, using mainly the telephone. Compiled statistics and tabulated results. Assisted with formulating conclusions and writing up the discussion. Final report is under review for publication in a major criminal justice peer-reviewed journal.

ADDITIONAL EXPERIENCE

Richard's Irish Pub, Fort Monmouth, NJ: Bartender/Server, 2006 – Present
The Meadowlands, Lyndhurst, NJ: Usher, Summer 2005 and 2006
Tom's Dinner Theater, Newark, NJ: Host/Server, 2003 – 2005

COMPUTER SKILLS

Microsoft Office, including Access and Publisher, Corel WordPerfect Suite, LexisNexis, Westlaw, and Internet Research

REFERENCES

Academic and employment references pre-collected through: www.interfolio.com