**Janet Justice**

Widener University, Box 1, Chester, PA 19013 • 555-555-5555 • jljustice@widener.edu

**EDUCATION**

**Widener University** Chester, PA

*Bachelor of Arts in Criminal Justice* anticipated May 2024 Minor: Professional Writing

GPA: 3.424

Honors: Dean’s List 3 semesters; Order of Omega, Greek Honor Society

**CRIMINAL JUSTICE EXPERIENCE**

**XYZ County Community Center** Ridley Park, PA

*Rape Victim Advocate* (10 hours/week) Sept. 2021 – present

* Provide victim advocacy services through personal and telephone contact
* Assess victims' immediate needs and help obtain medical and police assistance
* Coordinate resources for protection and support, as well as legal, mental, and medical services
* Initiate follow-up contact with victims and support victims in decision-making by providing information and discussing available options
* Accompany victims to appointments and court proceedings

**OTHER EXPERIENCE**

**UPS** Philadelphia, PA

*Safety Inspector* (24 hours/week) Apr. 2020 – present

* Monitor the work of 65 employees to ensure company's safety guidelines and procedures comply with OSHA safety standards
* Conduct emergency evacuation drills and instruct new hires on normal safety procedures and handling of hazardous materials
* Interview injured workers and retrain workers in non-compliance
* Prepare and submit reports and documentation to supervisors and HR managers

**Walmart** Chester, PA

*Sales Clerk/Cashier* (16 hours/week) May 2020 – Oct. 2021

* Provided information, answered questions, and processed payments for customers
* Displayed merchandise by stocking shelves and setting up advertising displays
* Assisted with quarterly inventory preparation and count

**Sears** Springfield, PA

*Loss Prevention Store Detective* (16 hours/week) Dec. 2019 – May 2020

* Detected and apprehended shoplifters using closed-circuit television
* Represented Sears as a witness in court proceedings
* Interacted with management and police departments and completed store/vendor audits
* Completed reports accurately and timely

**LEADERSHIP AND ACTIVITIES**

**Pre-Law Society** Fall 2021 – present

**Alpha Tau Omega,** social fraternity**,** *brother* Fall 2020 – present

**Committee Responsible for Enhancing Widener (C.R.E.W.)***, Orientation Leader* Spring 2019 – present

* Represent University to prospective students and their families
* Help incoming students transition by informing about campus services and providing ice breaker activities

**SKILLS**

**Computer**: Proficient Final Cut Pro, Photoshop, iMovie, Excel, PowerPoint, Word

**Language**: Fluent in Spanish