

YOUR NAME

Boston, MA 02108 | 000-000-0000

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Professional Summary

Graduate student pursuing master's degree in Crime and Justice Studies with a concentration in Juvenile Justice. Passionate about working with youth and their families impacted by the legal system. Seeking an opportunity to work in a community-based organization focused on re-entry programming for young adults and offering holistic support services.

Education

SUFFOLK UNIVERSITY

Master of Science, Crime and Justice Studies

Boston, MA

Expected May 2023

Relevant Courses: Research methods, Quantitative Analysis, Youth Programming, Juvenile Justice, Intersectionality/Victimization & Offending

3.8/4.0 GPA

UNIVERSITY OF MASSACHUSETTS BOSTON

Bachelor of Arts, Criminal Justice

Boston, MA

May 2020

Minor: Psychology

3.4/4.0 GPA

Relevant Experience

Justice Resource Institute

Teen Parent Program Assistant

Jamaica Plain, MA

September 2021 – Present

- Create original content and facilitate parenting skills workshops for 10 residents aged 16-19
- Organize social and educational programming for parents and their children
- Meet weekly with assigned residents to establish and evaluate personal and professional goals

Prison Book Program

Volunteer

Quincy, MA

June 2020 – September 2020

- Reviewed hand-written requests for books and selected appropriate items from inventory
- Packaged, weighed, and mailed books to inmates along with personal note

Other Experience

Puttshack Boston

Host/Game Ambassador (part-time)

Boston, MA

September 2022 – Present

- Assist guests with gameplay on indoor mini-golf course and ensure customer satisfaction
- Explain rules and monitor groups in gaming area for compliance with policies
- Present food and beverage options; take and deliver orders upon request

Camp Starfish

Summer Administrative Assistant (Seasonal)

Ashby, MA

June 2020 – August 2021

- Provided program support for camp serving children with emotional, learning, and behavior challenges
- Answered phone calls and provide information to current and prospective campers and their families
- Organized confidential paperwork and performed data entry in student database