

JENNIFER D. WILSON

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Social Security Number: xxx-yy-zzzz
Citizenship: United States
Federal Status: N/A
Veterans Status: N/A

OBJECTIVE:

Vacancy Ann. No.: 03-008
Position: Pretrial Services Officer, CL 25 – CL 28

SUMMARY OF SKILLS:

- **Project coordination experience** on Community Policing Project with the Hillsborough County Sheriff's Office. Completed specialized survey to identify and select law enforcement officers who demonstrate "service oriented" aptitudes. Gave community presentations and interviewed interested parties.
- **Juvenile Case Worker** by managing a caseload of 20 juvenile offenders. Supervised juveniles; counseled, monitored activities, assessed risk and maintained communication with juveniles, family and agency representatives.
- Skilled in organizing and presenting information, writing both technical and non-technical reports.
- Skilled in research, writing, analysis, data compilation and analysis of statistical and non-statistical data.

Computer Skills

- Microsoft Word, Power Point, Excel
 - Statistical report presentation, using Excel, Access and SPSS
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EDUCATION:

The University of Chicago, Chicago, IL, June 2004
B.A. Major: Economics; Minor: English
GPA: 3.8

Relevant Coursework:

- Macro and Micro Economics
- Economic Theory and Application

- Quantitative Analysis I & II
- Directed Research, Social Psychology

Thesis: Fill in here

Explored the phenomenon of professional caregivers who commit serial murder in institutional settings. This thesis examines professional caregivers who commit serial murder in institutional settings. Analyzed a sample of 17 individuals (10 males, 6 females) who were professional caregivers and committed serial murder in institutional settings. Completed 11 in-depth case studies. Profiled this type of serial killer, summarized characteristics, and compared with characteristics of serial killers identified in previous research.

Research Project: Fill in here

Assisted a professor in an undergraduate criminology course: Environmental Law and Crime. Served as group leader for the semester class project. Presented the idea of establishing a new website about the University's recycling program, which was approved. Led group meetings in outlining and organizing the website, as well as gathering information to post on the website.

WORK EXPERIENCE:

09-2002 to 05-2003. **Research Assistant**

15 hrs/week \$12.00/hr.

University of Chicago, Department of Economics

Chicago, Illinois

Supervisor, John Sullivan. Phone 999-555-1234. May contact.

“Hiring in the Spirit of Service” Project: Assisted with a multi-year study implemented to advance community policing to the next level through the identification and selection of law enforcement officers who demonstrate “service oriented” aptitudes.

- Attended weekly meetings and presented status reports on the project.
- Administered job analysis survey to over 100 community and “exemplary” agency representatives.
- Wrote informative project introduction notes for the questionnaires which improved understanding of survey and study mission.
- Presented the project to community groups, and conducted focus group interviews in 30-minute presentations using PowerPoint and handouts developed to provide information and support from the community.
- Identified “exemplary” agency representatives who demonstrated the “Spirit of Service” through supervisory reviews.
- Carefully reviewed and assessed psychological testing required of new applicants.

- Created databases using Access and entered data in to specifically designed Excel pages; conducted statistical analyses of all data; and wrote narrative of findings and summary statements.

VOLUNTEER EXPERIENCE:

09-2000 to 06-2001, *Intern*

10 hrs/week

The Department of Juvenile Justice

Chicago, Illinois

Senior Practicum: Intern with the Department of Juvenile Justice

Assisted Juvenile Case Worker:

- Managed a caseload of 20 juvenile offenders. Authorized to make a determination of what type of retribution assignment would be appropriate for the offender based on the type of crime committed, the offender's background, and the capability of the juvenile, etc. Communicated with the offender and his/her guardian and made an appointment to meet with them at the office to explain what would be expected. Maintained follow-up contact with offender and guardian. Conducted close-out meeting with offender when retribution assignment was completed, wrote a summary report, and placed the offender's case information in a permanent record.
 - Group co-leader and facilitator for the Moral Reconciliation Therapy Group, a weekly meeting of 6-10 participants. The goal of the group was to help members understand 1) what they did was wrong, 2) how they got to that point in their lives, and 3) how they can begin to change their lives for the better. Provided and interpreted assignments to participants, and homework assignments to complete. Facilitated group discussions and worked individually with participants. Assessed whether each individual participant had "passed" their assignment and was ready to move on to the next assignment.
 - Group co-leader for weekly Art Therapy Group. Counseled youth in conceptualizing and implementing their ideas for a magazine publication. Informal counselor and mentor on quality of life, family and adjustment situations and concerns. Met with their guardians if juveniles were struggling in any aspect of their lives.
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SSN: 222-22-2222
Federal Status: N/A

United States Citizen
Veteran's Preference: N/A

OBJECTIVE

Accounting Specialist, GS-0525-07/09, Department of the Navy,
Announcement Number: PAC3-0525-07-NCT0068450-NR

EDUCATION

Masters of Business Administration – August 20XX

University of Chicago Booth School of Business, Chicago, IL

Relevant Courses:

Enhancing Leadership Effectiveness- The development of skills and behaviors in communications that are required for successful leadership.

Managerial Accounting- The use of accounting information in management decision-making.

Financial Management- A study of the management from the financial perspective.

International Business- International trade mechanisms and operations of facilities abroad are analyzed.

Advanced Finance Strategies- Selected topics in corporate finance are examined through case and seminar approach.

Quantitative Decision- Statistical analyses and mathematical techniques frequently used as aids in managerial decision-making.

Strategic Implementation- Focusing on the implementation of organizational strategies used to position products or services in the competitive marketplace.

Bachelor of Arts – May 19XX

University of Chicago, Chicago, IL

Major: Law, Letters, and Society

PAPERS AND PRESENTATIONS

The SIPC. A presentation on the protection and membership behind the Securities Investor Protection Corporation and improvements to benefit business owners and investors.

Brown-Forman Distillers Case Study. A case study relating to an opportunity for Brown-Forman Distillers to invest in a new product. Analysis and calculations were performed on terminal value, breakeven points, gross profit, asking price, and present value. A recommendation

was given at the end of the case study on the actions that Brown-Forman Distillers should execute.

COMPUTER SKILLS

Operating Systems: Windows-based Systems
Software: Microsoft (Word, Excel, PowerPoint, Access, Outlook, FrontPage, Publisher), WordPerfect, Adobe Acrobat
Database Systems: Peachtree, Quicken, Datatel, Ticketmaker, and YWARE
Typing Speed: 100 wpm

PROFESSIONAL SKILLS

Finance, Budget and Accounting Skills- Six years of experience in accounting procedures and practices. Skilled in budget formulation, maintenance, and reporting.

Communications, Interpersonal and Customer Service Skills- Excellent people skills in areas of serving and leading. Patient and understanding of customers/employees requests while striving to make everyone happy.

Analytical and Project Management Skills- Prepare reports and analyze data to make recommendations to president of company on cost analysis, price increases, productivity improvement, and labor incentives.

Writing, Editing, and Research- Proficient in Microsoft Office and utilize software for creating reports, memos, and cover letters. Ensure accurate information is being used to make business decisions and will invest time to research for precise data.

Team Work Experience- Supervise and interact in team building exercises. Enjoy working with others and building team unity. Maintain an ambitious attitude in all activities.

WORK EXPERIENCE

OFFICE MANAGER March 20xx-Present
Euram, Inc. 40 hours/week
94-404 B Ukee Street, Waipahu, HI 96789 Salary: \$36,000 annually
Supervisor: Jean-Claude Van Damm, you may contact at (808) 671-2233

FINANCIAL MANAGEMENT: Direct the accounting department, including oversight of receipts, expenses, sales reports and

financial reports. Develop, prepare and formulate financial statements, budget and quarterly closing reports. Oversee accounts payable, accounts receivable, and payroll functions for accuracy while using Accounting and Reporting System - Peachtree.

SUPERVISOR / OFFICE ADMINISTRATOR: Supervise eight employees and provide on the job training. Help recruit, interview, and select staff. Establish new company policies, procedures, and reporting techniques in the areas of: personnel, sales operations, and sales reports. Review incoming and outgoing documents for presentation and compliance.

DATABASE DESIGN: Develop and maintain database programs utilizing Excel and Access for quality assurance.

PUBLICATION DESIGN: Design publications utilizing Microsoft Word and Publisher including but not limited to catalogs, price lists, sales promotions, and newsletters.

ASSISTANT BUSINESS MANAGER/TICKET MANAGER

Elon University

May 20xx-September 20xx

2800 Campus Box, Elon, NC 27244

Salary: \$26,000 annually

Supervisor: Keanu Reeves, contact at (336) 278-6800

40 hours/week

BUDGET MANAGER AND ADVISOR: Advised coaches on budget planning and purchases. Monitored and reported on athletic accounts for department. Analyzed yearly budget in supplies, recruiting, and travel for 14 sports. Verified all daily transactions of purchases and various expenditures. Advised student workers about business practices and financial policies.

ADMINISTRATOR: Provided daily assistance to the Associate Athletic Director of Business Operations. Operated computer software program Ticketmaker for ticket purchases, season ticket sales, and patron databases. Communicated daily with accounting, purchasing, and bursar's office to validate reports. Administered ticket operations for football and basketball sales.

PUBLICATION DESIGN: Designed publications for business operations. Created custom ticket stock for inaugural football season.

ASSISTANT TO ASSOCIATE ATHLETIC DIRECTOR OF BUSINESS OPERATIONS

Elon University
2800 Campus Box, Elon, NC 27244
Supervisor: Bruce Willis, contact at (336) 278-6800

November 19xx-May 20xx
Salary: \$10.00 per hour
25 hours/week

BUDGET ASSISTANT AND ADVISOR: Recorded athletic budget information and maintained reports for all athletic accounts. Verified university account information through accounting system-Datatel. Organized and maintained filing system of budget accounts. Worked with coaches and administration on budget issues.

ADMINISTRATOR: Created new database file using Microsoft Access for recording and reporting of all accounts. Assisted in coordinating new travel policies with bus companies. Developed and implemented new method for coaches' use in travel planning and budgeting.

PUBLICATION DESIGN: Assisted in preparation of athletic staff and faculty manual.

MEMBER SERVICE ASSISTANT

Alamance County YMCA
Burlington, NC 27215
Supervisor: Kathy Ireland, contact at (336) 222-3333

December 2000-May 2001
Salary: \$10.50 per hour
20 hours/week

Administered membership monthly renewal process. Maintained information manuals. Managed return bank draft process. Assisted in training new front desk staff. Performed ad hoc reports and database queries for monthly reports and membership updates. Implemented new applications with software, Y-Ware.

PROFESSIONAL ASSOCIATIONS

Kappa Mu Epsilon – Mathematical Honor Society
Omicron Delta Kappa – Leadership Honor Society

PROFESSIONAL TRAINING

Administration and Leadership, 4 hours, 1998
Leadership and Programming, 4 hours, 1998
Ethical Practices, 4 hours, 1999
Leading Organizations-21st Century, 3 hours, 2000
Organizational Development, 1.5 hours, 2001