**Olivia Benson**

Olivia.Benson@gmail.com **·** (215) 555-5555

Current Address: Philadelphia, PA 19118

Permanent Address:Baltimore, MD 21212

**EDUCATION**

Chestnut Hill College, Philadelphia, PA

*Bachelor of Science in Criminal Justice* Graduation date: May 20xx

Minor: Spanish

GPA: 3.38

*Senior Thesis*: (Add your topic name of your Senior Seminar here)

*Related Coursework*: Juvenile Justice, Criminal Investigation, Deviance and Social Control, Criminology, Restorative Justice, Corrections, Criminal Law

**RELATED EXPERIENCE**

**Pennsylvania State Police,** Philadelphia, PA

*Internship*  August 20xx - Present

* Develop the 2018 Annual Report for the City of Philadelphia to provide updated information for local organizations and businesses
* Visit local middle and high schools as part of crime prevention outreach program
* Assist with investigative functions by creating a timeline for the investigator
* Observe the probation/parole officer conducting client check-ins and house visits
* Help maintain administrative functions by filing citizen complaints and researching various court cases

**Inside Out** **Prison Exchange Program - Chestnut Hill College,** Philadelphia, PA

*Student* January 20xx - May 20xx

* Studied as peers with incarcerated individuals in a college class that takes place behind prison walls
* Opportunity for exposure to aspects of crime, justice, freedom, inequality and other issues of social concern
* Recognized the differences and similarities within both groups causing stereotypes to dissolve

**LEADERSHIP EXPERIENCE**

Student Government Association - Chestnut Hill College September 20xx - Present

* Fundraise, manage, and allocate class funds
* Organize and host class events
* Attend all Student Government meetings and events

**VOLUNTEER EXPERIENCE**

Volunteer, Campus Ministry, Chestnut Hill College, Philadelphia, PA, January 20xx - Present

Habitat for Humanity August 20xx

**SKILLS**

Computer: Microsoft Word, Excel, PowerPoint, Access, Publisher, Adobe Photoshop

Language: Spanish