



# ACADEMIC AND CAREER DEVELOPMENT CENTER

## John Doe

Omaha, NE  
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### EDUCATION

*University of Nebraska at Omaha* – Omaha, NE  
Bachelor of Science in Criminal Justice  
Minor: Psychology  
Graduated: May 2019

*Metropolitan Community College* - Omaha, NE  
Associates Degree in Liberal Arts  
Graduated: Dec. 2016

*La Vista High School* - La Vista, NE  
High School Diploma  
Graduated: Dec. 2014

### TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel, and Powerpoint
- Learning Microsoft Access and SQL
- First Aid & CPR Certified

### AWARDS

- UNO Honors Society  
Fall Semester 2018

### PRESENTATIONS

Doe, J. (2018). *Actionable Steps Towards Reducing Recidivism in Small Towns*. Presentation at National Interdiction Conference, Kansas City, KS.

Doe, J., Smith, K., & Williams, B. (2018). *Gaining & Retaining New Members Effectively*. Presentation at Regional Alpha Phi Sigma Conference, Lincoln, NE.

Barton, C., Romanov, N. & Doe, J. (2018). *How to Utilize Product Management Software*. Presentation at Metropolitan Community College Alumni Workshop, Omaha, NE

### PUBLICATIONS

Keller, M., & Doe, J. (2017). Drugs, crime, and staying out of jail. *Journal of Generic Criminology*, 12, 30-31.

Banner, B., Rogers, S. Stark, T., & Doe, J. (2015). Evidence of rising prison populations with less funding. *Not a Real Journal*, 65, 109-114.

### PROFESSIONAL MEMBERSHIPS

Alpha Phi Sigma  
Vice President  
Jan. 2017 - May 2019

- Scheduled bi-monthly meetings with over 50 regularly attending members
- Coordinated a visit to the local correctional facility for exposure to different career opportunities in the Criminal Justice field
- Voted on marketing campaigns that would best promote Alpha Phi Sigma
- Participated in a lemonade stand used to earn funding for Alpha Phi Sigma
- Collected dues from Alpha Phi Sigma members



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## **INDUSTRY EXPERIENCE**

University of Nebraska at Omaha  
*Resident Assistant*

Aug 2018 - May 2019

- Engaged incoming freshmen during orientation by giving tours and facilitating “ice-breaker” games
- Provided a safe and welcoming environment for residents who needed to speak in confidence
- Promoted and Hosted monthly engagement activities for students on specific floors
- Maintained all behavioral and safety protocols by writing students up who had violated dorm policies

## **EXTRACURRICULAR ACTIVITIES**

### **Omaha Soccer Club**

Soccer Coach for U-9 Boys

March 2014 - May 2014

- Scheduled regular practices and booked appropriate venues
- Designed age appropriate individual and team soccer drills
- Promoted a safe, fun, and team-based environment through team building exercises
- Creatively taught basic footwork, shooting, and passing drills
- Managed a parent facing snack calendar, so that every team member provided snacks at least once per season
- Explained the rules of soccer to new players

### **Douglas County Soup Kitchen**

*Volunteer Server*

Dec. 2018

- Served dinner to homeless populations in the Douglas County area