



**John Doe**

123-456-7890

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

**EXPERIENCE**

Douglas County Courthouse  
*County Clerk*

Jan. 2017 - Present

- Accurately process all fines and court registrations to ensure official mandates are met using Microsoft Excel
- Collaborate with prosecutors and court members to compile all necessary legal documents for case records
- Interact with coworkers and judicial officials in a friendly and professional manner to ensure an efficient work experience
- Train new employees on workplace procedures so that they may be able to work independently on Microsoft Word

United States Postal Inspector  
*Intern*

Aug. 2016 - Dec. 2016

- Investigated mail fraud, counterfeit checks, fake money orders, and identity theft
- Assisted inspectors with serving subpoenas, conducting interviews, and compiling investigations of multiple cases
- Worked extensively with Microsoft Office and other software programs to maintain accurate records

La Vista Public Pools  
*Lifeguard*

May 2014 - Aug. 2014

- Communicated with pool visitors and identified safety concerns
- Ensured proper maintenance procedures were followed to keep pool in excellent condition

**ACTIVITIES**

- Alpha Phi Sigma Criminal Justice Honor Society
- Soccer Coach for U-9 Boys
- Volunteer at Douglas County Soup Kitchen

Jan. 2017 - May 2019  
March 2014 - May 2014  
Dec. 2018