**First Name Last Name**

Street address, City, State 10457

777.777.7777

email@gmail.com

**SKILLS**

* Intermediate Level: Microsoft Word, Excel, and PowerPoint
* Exceptional problem solver
* Strong analytical skills and deadline driven
* Use scientific rules and methods to solve problems
* Good team working skills
* Writing reports, reviews and summaries

**EDUCATION**

Hostos Community College/CUNY Bronx, NY

## **A.S. Degree: Science for Forensic Science**

## Expected Graduation: June 2016

**COURSE PROJECT**

* Researched innovations in policing from team policing to community policing.
* Utilized online/print resources and conducted in person interviews to support thesis.
* Completed10-page analysis titled “The impact of Community Policing in the 21st Century.”

**INTERNSHIP EXPERIENCE**

**Crime Lab Department,** Brooklyn, NY

Intern January 2016-June 2016

* Collected, tested and documented evidence.
* Provided written and verbal report of analysis to forensic scientist.
* Learned how to operate high-tech equipment to perform test on samples.
* Meticulously catalogued evidence under the supervision of forensic scientist.

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**WORK HISTORY**

**Career Services Office, Hostos Community College/CUNY**, Bronx, NY

Office Assistant June 2010-July 2015

* Classified and categorized various documents using a color-coded system.
* Assisted students with intake and scheduled appointments with a career advisor.
* Promoted office events to students, staff and faculty through social media.
* Participated in office events: Career Fairs, Speed Networking, and On-campus recruitment.