

## SUMMARY

Dedicated, detail-oriented, bilingual junior Justice Studies major with strong communication skills and experience in nonprofits seeks summer internship in the legal or human rights field.

## EDUCATION

**Bachelor of Science, Justice Studies, May 20XX**

Arizona State University Tempe, Arizona GPA 3.5

Financed education and living expenses working 20+ hours/week

### Relevant Courses

Racial Justice                      Women, Work, and Justice    Terrorism, War, and Justice

### Projects

Civil Rights Project – Collaborated with a team to research and analyze legislation regarding civil rights and the prosecution of civil rights infringements. Wrote a 10 page paper and presented findings to class using MS PowerPoint.

## EXPERIENCE

**Volunteer, May 20XX-present**

Women's Shelter, Phoenix, Arizona

- Assisted with researching demographic data regarding domestic violence and wrote a section of a successful grant proposal resulting in funding for nonprofit women's shelter.
- Awarded volunteer of the month.
- Provide supportive aid and information about the services to newly admitted women and children to facilitate transition to the shelter.
- Effectively translate information for Spanish speaking clients in a caring manner.

**Server, February 20XX-present**

ABC Cafe, Phoenix, Arizona

- Provide excellent customer service in a fast paced environment.
- Train new staff in compliance with company policies and procedures. Selected to train staff based on leadership skills and strong work ethic.

## SKILLS

- Fluent in English and Spanish, can read, write, and speak in both languages.
- Proficient in Microsoft Office programs: Word, Excel, PowerPoint, Access, Outlook.

## ACTIVITIES

**Volunteer Victims Advocate, Victims Assistance, Phoenix, AZ**

- Meet with victims of domestic violence and sexual assault to help victims understand their rights and options.
- Provide emotional support and service referrals.
- Attend 40 hour training twice/year.

**Member, Saving Soles: Students for Humanitarian Aid on the Border**

- Participate in blanket/sock drives and attend water drop trips.

