

**JANE SMITH**  
Jane0000@yahoo.com

1000 N Freemont Ave.  
Kansas City, Missouri 64110

(816) 800-0000

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### **SUMMARY**

Self motivated professional seeking a career in the criminal justice field or as a legal assistant. Have the abilities of a resourceful team player who excels at building trusting relationships with customers and colleagues. Possess the skills as an innovative problem-solver who can generate workable solutions and resolve complaints. Have major strengths in planning, problem solving and communication.

- ✓ Organized and efficient.
- ✓ Professional demeanor.
- ✓ Solid work ethic.
- ✓ Strong Customer Service.
- ✓ Dedicated and meticulous.
- ✓ Strong training skills.
- ✓ Skilled in Microsoft Office.
- ✓ Able to Multitask.
- ✓ Enjoy working with people.
- ✓ Highly motivated self starter.

### **EDUCATION**

Missouri Western State University <b>Legal Studies Certificate</b>	St. Joseph, Missouri 2010
Colorado Tech University <b>B.S. Criminal Justice</b>	North Kansas City, Missouri 2008

### **PROFESSIONAL EXPERIENCE**

#### **Training and Customer Service**

- Trained new employees and guide their development in the use the computer system, the menu, and handling cash, credit card transactions.
- Handled cash and credit card transactions, and helped customers find products they needed.
- Provided effective customer service.
- Verified customers insurance as needed for Heath Equipment.
- Followed various Corrections Officers and observed their duties as part of summer internship.

### **EMPLOYMENT HISTORY**

Johns Restaurant <b>Food Server</b>	Kansas City, Missouri 2009 to Present
The Nutrition Center <b>Cashier, Customer Service</b>	Kansas City, Missouri 2008 to 2008
Health Equipment <b>Cashier, Customer Service</b>	Kansas City, Missouri 2004 to 2008
Athletic Club <b>Daycare Worker</b>	Kansas City, Missouri 1999 to 2004

### **ADDITIONAL TRAINING**

Attended summer internship at the Johnson County Adult Residential Center 2010.

### **REFERENCES**

Available upon request