

Chris Smith

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EDUCATION

Bachelor of Arts in Criminology
Criminology and Psychology Minors
Northern Illinois University, DeKalb, IL
December 20xx

Related Coursework: Criminal Law, Social Problems, Punishment and Corrections, Juvenile Delinquency, Deviance in Society, Criminal Justice, Behavioral Disturbances in Children

PROFESSIONAL EXPERIENCE

Child Welfare Specialist Volunteer
Family Service Agency, DeKalb, IL
20xx-Present

- Observed supervised visitation between parents, children and siblings
- Mentored children, taught hygiene, manners and interpersonal skills
- Completed DCFS-mandated documentation of all clients in a timely manner
- Contributed to a team approach to case management through weekly staffing meetings

Intern
16th Judicial Circuit Kane County Court Services, Elgin, IL
20XX-20XX

- Shadowed staff during court, home/school visits, meetings, detention/treatment facilities, residential placement to develop a comprehensive understanding of the court system
- Administered urine and DNA analysis, conducted preliminary conferences, social history reports, rush assessments, and diversion plans with juveniles
- Interacted with juvenile offenders, family members, and relevant professionals in an ethical manner that maintained confidentiality
- Managed case files using in-house database software promptly and efficiently
- Attended Gang Taskforce workshop sponsored by Court Services Department
- Coordinated crisis intervention strategies between offenders and appropriate agencies

LEADERSHIP ACTIVITIES

Chair
General Education Committee, NIU Student Association
20XX-20XX

- Oversaw biweekly meetings by developing agendas, promoting focused discussions, and mediating disagreements
- Drafted and presented recommendations to Student Association quarterly
- Lobbied for educational funding by presenting relevant statistics to government panels

Student Leader
University Judicial Board
20XX

Oversaw and voted on over 50 Judicial Board hearings

MEMBERSHIP

American Correctional Association, NIU Chapter
20xx-Present

CERTIFICATIONS & COMPUTER SKILLS

CPR and First Aid
Microsoft Office Applications
SPSS

