

Figure 5-2 Entry-Level Résumé

KATHY GORING

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EDUCATION

University of Delaware Graduated May 2016
Bachelor of Science in Criminal Justice
Minor: Social Work
Cumulative GPA: 3.86
Related Coursework: Court Services and Applications, Management of Grief, Victimology

WORK EXPERIENCE

Related Experience

Kent County District Attorney's Office, Kent County, DE Jan-May 2016
Intern
Responsibilities:

- Prepared evidence for court hearings and trial
- Assisted district attorney with correspondence to witnesses and defense attorneys
- Assisted in depositions

Other Experience

Trudy's Jewelry, Dover, DE April 2014-present
Assistant Manager
Responsibilities:

- Train new employees
- Manage payroll
- Prepare orders for stock

VOLUNTEER EXPERIENCE

YMCA Kent County March 2013-2014
Holly Hills Baptist Youth Group Leader January 2015-present

COMPUTER SKILLS

Microsoft Office, SPSS, STATA

REFERENCES

Available upon request