

Susan Smith

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Objective

A position utilizing my degree in criminal justice and eight years experience working with the public as a victim advocate, safety inspector, and retail sales clerk.

Work Experience

Safety Inspector, UPS, Anytown, ST 2001 - Present

- Monitor the work of 65 employees to ensure company's safety guidelines and procedures comply with OSHA safety standards
- Conduct emergency evacuation drills from time-to-time and instruct new hires on normal safety procedures and handling of hazardous materials
- Interview injured workers and retrain workers in non-compliance
- Prepare and submit reports and documentation to supervisors and HR managers as required

Sales Clerk / Cashier, Walmart, Anytown, ST 1996 - 1998 and 1999 - 2001

- Assisted customers by providing information, answering questions, and processing payments for merchandise
- Displayed merchandise by stocking shelves and setting up advertising displays
- Assisted with quarterly inventory preparation and count

Loss Prevention Store Detective, Sears, Anytown, ST 1998 - 1999

- Detected and apprehended shoplifters at store level and using closed-circuit television
- Represented Sears as a witness in court proceedings
- Interacted with store management and local police departments and completed store / vendor audits as required
- Completed reports as required

Volunteer Experience

Rape Victim Advocate, Anytown Community Center, Anytown, ST 1998 - 2002

- Provided victim advocacy services either through personal or telephonic contact
- Ascertained victims' immediate needs and helped them obtain medical and police assistance
- Offered rape victims information regarding local resources for protection and support, legal services, clinical resources, and medical services
- Initiated follow-up contact with victims as needed and supported victims in decision-making by providing information and discussing available options
- Accompanied victims to appointments and court proceedings, as appropriate, and when requested by victims

Education and Computer Skills

- B.S., Criminal Justice, Anytown State University, Anytown, ST (2004), Honors graduate
- A.S., Anytown Community College, Anytown, ST (2000)
- Computer proficient with good knowledge of Windows Business Suite (Word, Excel)