

## **Doc Lewis**

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### **EDUCATION**

#### **Bachelor of Science in Criminal Justice**

University of Wisconsin Parkside, Kenosha WI

Expected Graduation May 20xx

GPA: 3.0

Dean's List Spring 20xx, Fall 20xx

### **EXPERIENCE**

#### **Administrative Intern**

Racine County Police Department, Racine WI

March 20XX – August 20XX

- Completed over 100 arrest paperwork documents
- Shadowed other administrative staff to gain more knowledge on their background and prepare for career in a similar pathway
- Tested and labeled over 50 body cameras to verify they will not have any issues
- Researched and analyzed community concerns, crime trends, case assessment and filing and presented to over 150 staff members
- Communicated with other admirative interns on various tasks to effectively get it done

#### **Loss Prevention Specialist**

Target Inc, Racine WI

June 20xx – May 20xx

- Investigated suspicious activities of both customers and employees to prevent major situations in the future
- Implemented new systems to decrease theft, decreased theft in store by 15%
- Conducted various inspections of cameras and verified they were working to decrease errors
- Strategized with management on how to further decrease theft through drafting new policies on workers and interviews
- Developed weekly reports on thefts and shared commonalities and what should be improved

### **CAMPUS INVOLVMENT**

#### **Senator**

Parkside Student Government

September 20XX – Current

#### **Secretary**

Youth Empowered in the Struggle

February 20xx – Current

#### **Member**

Best Buddies

February 20xx - May 20xx

