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## Objective

I desire an entry-level position serving as a Probation Officer or Probation Agent. I wish to utilize my education, background, and skills. I can bring a professional demeanor to the position.

Anticipated Graduation date 5/2013Siena Heights University Adrian, MI   
BA, Criminal Justice   
PrerequisitesJackson Community College Jackson, MI   
Experience   
Probate Division Intern   
- Assisted with the preparation of pre-sentencing reports.   
- Reviewed the information on the backgrounds of individuals who were awaiting sentencing on convictions in district court.   
- Reviewed case files to ensure compliance and ensured that the termination of probation recommendation was justified in such cases.   
- Initiated and proceeded with show for just cause and violation of probation proceedings.   
- Assisted in determining judgments based upon information gathered and assisted in the preparation of recommendations.   
- Appeared in court for probation violation, sentencing, and other types of hearings.   
- Reviewed probation procedures with new probationers.   
- When deemed appropriate, made recommendations to community-based programs to assist clients with emotional, alcohol and/or drug counseling services.

## Qualifications

- I possess the ability to work with a wide range of individuals.   
- I am a patient and objective person.   
- I demonstrate responsibility and am a mature individual.   
- I am capable of contributing to and working as a member of a team.   
- I have the ability to write clear and concise reports.   
- I have an innate interest in helping assist people who may be experiencing many complex problems at this point in their lives.

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Professional Affiliations   
Criminal Justice League   
Member of Valley National Eight-ball Association

## References

Available upon request.