

# **James Phillips**

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443-333-3333

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## **EDUCATION**

**Bachelor of Science in Criminal Justice, May 20xx**

Stevenson University, Stevenson, MD

Cumulative GPA: 3.75/4.00

Honors: ROTC Scholarship 20xx; Dean's Scholarship 20xx

## **RELEVANT COURSES**

Criminology, Evidence and Procedure, Forensic Anthropology, Criminal Investigations

## **RELEVANT EXPERIENCE**

***Intern, Howard County Police Department, Columbia, MD, August 20xx - Present***

- Investigate reported crimes, accidents, and damage to property.
- Witness ride-alongs that resulted in traffic stops, speed radar traps, and vehicle accidents.
- Create public awareness of crime protection campaigns.

***Cadet, Maryland National Guard 1/175<sup>th</sup> Infantry Battalion, Baltimore, MD, June 20xx***

- Coordinated with serving Officers and Non-Commission Officers to become an effective leader.
- Planned, staged, and executed monthly drills and yearly annual training events.
- Actively participated in the training and command of groups up to 90 people.

## **LEADERSHIP EXPERIENCE**

***Eagle Scout, Boy Scouts of America, Baltimore, MD, August 20xx - September 20xx***

- Coordinated, planned, and commanded acquisition of resources and management of teams to construct an amphitheater at Marshy Point Nature Center in Baltimore, MD.
- Elected Senior Patrol Leader for three consecutive terms.

## **ADDITIONAL EXPERIENCE**

***Produce Clerk, Mars Supermarkets, Baltimore, MD, December 20xx - Present***

- Maintain quality control and safety of the produce department.
- Serve as Manager On-Duty up to four times a week.
- Recognized as Employee of the Month - November 20xx.

## **SKILLS**

- *Computer:* Microsoft Office (Word, Excel, Publisher)
- *Mechanical Proficiency:* Automotive, Electrical, other small engines