

William P. MacArthur

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5555 Maple Ave.
Pittsburgh, PA 44444

EDUCATION

University of Dayton Dayton, OH Graduate: May 20XX
Bachelor of Arts: Criminal Justice Studies GPA: 3.3
Minor: Communication-Public Relations
Study Abroad in Dublin, Ireland Spring semester 20XX
Observed criminal court and interviewed a solicitor

SKILLS

- Demonstrated ability to perform in-depth needs analysis and recommend appropriate solutions
- Ability to communicate efficiently with a wide variety of people
- Skilled at conveying technical information, establishing rapport, and building value
- Conscientious and dedicated with excellent work ethic
- Computer skills include Microsoft Word, Excel, PowerPoint and Notebook

RELATED EXPERIENCE

Jennings & Howard Investigations Powell, PA January 20XX - present

Intern

- Provide criminal defense and civil defense preparations support to law firms in western Pennsylvania
- conduct covert surveillances
- Evaluate polygraphs and write accurate reports of findings
- Provide pre-employment background investigation and screening

Sterling County Juvenile Probation Powell, PA May- August 20XX

Intern

- Field visits to youth's home, school, and detention check-ups
- Performed office visits and initial interviews
- Organized files; answered and returned phone calls
- Attended court hearings
- Learned Juvenile Court System programs and applied them to everyday tasks

University Of Dayton Sociology Department September – May 20XX

Student Assistant

- Processed data information into the computer; edited and analyzed documents
- Filled out internship documentation and filed documents
- Worked with other faculty members and students in the department
- Recommendations and proposals for classes

ACTIVITIES

- Volunteer at St. Vincent DePaul and Habitat for Humanity
- Training in jiu-jitsu and krav maga
- Intramural basketball and volleyball
- Christmas on Campus volunteer