

# *William P. MacArthur*

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## **EDUCATION**

**University of Dayton** Dayton, OH Graduate: May 20XX  
Bachelor of Arts: Criminal Justice Studies GPA: 3.3/4.0  
Minor: Communication-Public Relations

**Study Abroad** in Dublin, Ireland Spring, 20XX  
Observed criminal court and interviewed a solicitor

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## **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
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## **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 DEPT. 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