

Giorno Giovana

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EDUCATION

Bachelor of Science, Criminology and Criminal Justice

May 20XX

Arizona State University, Phoenix, AZ

- Dean's List (4 semesters)
- Obama Scholar (2021)
- Departmental Honors (4 semesters)

PROFESSIONAL EXPERIENCE

Phoenix Police Department, *Intern*

June 20XX - Present

Phoenix, AZ

8 Hours/Week

- Participate in ride-alongs with Phoenix police officers and assist by taking control of police vehicle computer and giving directions during call outs when needed
- Assist officers in written reports, data entry, filing, and other administrative tasks
- Meet with supervisor once a week to discuss goals, performance, and learn about various types of police work

Arizona State University, *Community Assistant*

Sep 20XX- Oct 20XX

Phoenix, AZ

6 Hours/Week

- Oversaw 120+ freshman in residence hall and served as main point of contact
- Met weekly with a team of 12 community assistants and directors to discuss student needs, programming, and strategies to build community among students
- Encouraged freshmen to get involved in ASU community and created opportunities for community building within residence hall

COMMUNITY INVOLVEMENT

Saint Vincent De Paul, *Volunteer*

Jan 20XX- Feb 20XX

Phoenix, AZ

4 Hours/Week

- Solved multiple misunderstandings of individuals who were not informed of the food bank policies and those that did not speak English, giving them clarification and providing resources
- Assisted disabled and senior citizens in loading food to their vehicles and answered questions

Devils in Disguise - Mesa Food Bank, *Volunteer*

April 20XX- Aug 20XX

Mesa, AZ

6 Hours/Week

- Decreased wait times by preparing over 100 food carts per day through effective communication with fellow assistant
- Created and distributed over 100 care packages per day for victims of disasters

LANGUAGE AND COMPUTER SKILLS

- Bilingual (English-Fluent/Spanish-Native Language)
- Proficiency in Microsoft Office Suite: Word, PowerPoint, Excel, Access, Outlook