

Amy P. Smith
apsmith@yahoo.com

Permanent Address:
906 Whisper Hills Lane
Spartanburg, SC 29047
(843)572-6243

College Address:
P.O. Box 5572, USC
Columbia, SC 29225
(803)544-2000

OBJECTIVE An internship in court administration or crime-related research utilizing strong leadership, organizational and communication skills.

EDUCATION **University of South Carolina**, Columbia, SC
Bachelor of Science in Criminal Justice May 2011

- Minor: Sociology
- Current GPA: 3.65/4.0
- Financing 50% of education by working 20 hours a week

RELATED COURSES Criminal Law American Criminal Court System
Sociology of Crime Introduction to Criminal Justice Research
The Future of Criminal Justice Elementary Statistics for Sociologists

SKILLS

Leadership Skills

- Educate students about safety issues on the USC campus.
- Explain and enforce residential policies and procedures to a hall of 40 women.
- Recommend disciplinary action for students in violation of school policies.

Organizational Skills

- Conducted surveys on students' campus safety concerns, to include survey design, distribution and data compilation.
- Redesigned insurance company's filing system resulting in overall improved efficiency of office functions.
- Performed accurate data entry of legal statistics into Access database.

Communication Skills

- Present workshops on rape awareness and self-defense.
- Transferred research data into written reports for the Dean of the School of Law.
- Addressed both phone and walk-in inquiries about the USC School of Law.
- Provided quality customer service in a women's retail clothing store.

WORK EXPERIENCE

Resident Advisor , USC Department of Housing, Columbia, SC	8/09-Present
Work Study Student , USC School of Law, Columbia, SC	8/08-5/09
Administrative Assistant , Allstate Insurance, Spartanburg, SC	Summers 08/09
Cashier , Limited Express, Spartanburg, SC	9/07-5/08

ACTIVITIES/HONORS

Judicial Board , USC Member	8/09-present
University Safety Committee , USC	8/09-present
Criminal Justice Association , USC	8/08-present
SHARE (Sexual Health Awareness and Rape Education), USC	8/08-present
Dean's List/President's List , USC	

COMPUTER SKILLS Microsoft Word, Access, Excel, PowerPoint, WordPerfect, PageMaker, Vista

REFERENCES Available upon request