

# Judy Justice

8131 Tutuola Munch Way  
Boca Raton, FL 33431  
(561) 555-5297  
judyj@fau.edu

## Education

Florida Atlantic University  
*Bachelor of Arts in Criminal Justice*

Boca Raton, FL  
Expected December 20XX

## Relevant Coursework

Ethics and the Justice System  
Judicial Administration and the Criminal Courts  
Women and Criminal Justice

Issues in Criminal Law  
Criminal Law and the Constitution  
Criminal Justice Field Experience 1

## Experience

*Broward County Public Defender's Office*  
Intern

Fort Lauderdale, FL  
January 20XX - Present

- Conduct client interviews and arrange meetings for clients with a public defender
- Assist in the investigation of a case by utilizing legal investigative techniques such as collecting useful research to be used in court
- Administer witness interviewing while maintaining a professional demeanor to ensure witnesses are comfortable
- Observe courtroom procedures including jury selection, cross-examinations, presentation of evidence, and opening and closing statements

*Law Offices of Benson & Stabler*  
Legal Assistant

Boca Raton, FL  
April 20XX – June 20XX

- Prepared documents including legal briefs and court subpoenas
- Organized and maintained legal files by inputting documents into an electronic-filing databases
- Took notes during legal meetings in order to document the important information presented during the session
- Scheduled client appointments, answered phone calls, and responded to client questions regarding the office's services

*Barnes and Noble*  
Sales Associate

Boca Raton, FL  
September 20XX – February 20XX

- Assisted customers in selecting and locating literature and other multimedia based on their needs
- Answered questions regarding research and information pertaining to authors and literature
- Listened intently to assess customer inquiries in order to provide appropriate solutions

## Community Involvement

West Boca ReStore, *Volunteer*  
The Student Conservation Association, *Youth Crew Member*

October 20XX - Present  
May 20XX – July 20XX



### FAU CAREER CENTER

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