

Andrew Smith

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SUMMARY

Criminal justice student with fieldwork experience in county corrections. Results-driven with four semesters on the Dean's List, demonstrating a strong understanding of basic criminal processes and procedures.

EDUCATION

University of Cincinnati – Clermont College

Associate Degree in Criminal Justice

GPA 3.8/4.0

Expected Graduation: April 2020

Batavia, Ohio

RELEVANT EXPERIENCE

Clermont County Sheriff's Office

Administrative Clerk Intern

January 2019 – April 2019

Clermont, Ohio

- Collected, sorted, distributed, and prepared mail, messages, or courier deliveries
- Managed phone operations including answering, screening, and forwarding inbound calls, in addition to providing information about the organization, taking messages, and scheduling appointments
- Performed administrative tasks such as filing and maintaining records for at least three account managers

ADDITIONAL EXPERIENCE

Red Robin

Host

April 2017 – Present

Milford, Ohio

- Solve problems by remaining calm and positive in stressful situations and focusing on the solution
- Collaborate with staff of 25 in a team based on environment to achieve fast, efficient, and accurate service
- Participate in restaurant opening and closing procedures and train 4 new hires
- Reinforce communication skills through daily interaction with diverse clientele

SERVICE

St. John's Catholic Church Vacation Bible School

Camp Counselor

June 2016 – Present (Seasonal)

Cincinnati, Ohio

- Develop curriculum that engages students ages 8-14 in their community by participating in community outreach and personal reflection
- Serve as a mediator and mentor for students through their personal struggles and triumphs
- Ensure safety of each student during travel, excursions, and events

SKILLS

Computer: Adobe Illustrator (Intermediate)

Language: Conversational Spanish