

Mandisa D. Holmes

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OBJECTIVE

To obtain a position in the field of Criminal Justice utilizing Spanish Language skills

EDUCATION

Bachelor of Science: Criminology, Minor: Spanish December 2007

Indiana State University, Terre Haute, Indiana

Cumulative GPA 3.67/4.0; Major GPA 3.86/4.0

Coursework Included: Organization and Administration in Criminal Justice, Criminal Law and Procedure I and II, Community-Based Corrections, Criminalistics, Criminology Research Methods, and Theories of Criminal Justice, 24 credit hours in Spanish

Honors: Dean's List (3 semesters), Graduated with Honors - Cum Laude, Sycamore Blue Ribbon Award, Selected to join Mortar Board, Golden Key National Honor Society, Alpha Phi Sigma, Order of Omega

Computer Skills: Windows, MS Office: Word, Excel, Access, PowerPoint; FileMaker Pro, PhotoShop

CRIMINAL JUSTICE EXPERIENCE

Internship June 2007 - July 2007

Terre Haute Police Department, Terre Haute, Indiana

- Completed 96 hours while riding with patrol officers on the 4pm-12am shift
- *Observed officer duties: answering calls, patrolling neighborhoods, writing tickets and reports*
- Given opportunity to assist in the booking of an individual following an arrest

Internship May 2006 - December 2006

Marion County Adult Probation Department, Indianapolis, Indiana

- Completed over 200 hours while working in the Sex Offender Unit
- Given own caseload of approximately 65 probationers
- Filed Violations of Probation, Discharge Summaries, and Notice of Administrative Hearings
- Assisted in conducting home visits weekly on high-risk probationers