

SYDNEY VOLK  
24521 East Whitaker Circle  
Aurora, CO 80016  
(954) 449-5228  
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~**Statement:** I am a Florida State graduate student looking to begin her career in the Criminal Justice field.

~**Summary of Qualifications:**

- Positive, ambitious, & trustworthy employee, who is motivated by goal setting & achieving
- Excellent listener and communicator, with strong organizational & presentation skills
- Flexible team player that works well in any environment

**PROFESSIONAL EXPERIENCE**

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<b>Public Defender</b>	Tallahassee, FL
<i>Investigative Intern</i>	May 2013–December 2013

- Discussed criminal cases with clients, to understand their account of the situation
- Completed reports of the offense for the clients' attorneys
- Assisted investigators with fieldwork and collecting evidence from crime scenes
- Conducted record requests and contacted various agencies in order to obtain records of clients
- Transcribed interviews with suspects and witnesses for the clients' attorneys
- Met with inmates at the jail to have paperwork signed and to discuss any concerns they may have
- *Microsoft Excel, Microsoft Outlook, Microsoft Word, PowerPoint, SPSS*

**EDUCATION**

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<b>Florida State University – Master of Science – GPA 3.7 – Criminology</b>	December 2014 Graduation
<b>Florida State University – Bachelor of Science – GPA 3.3 – Criminology &amp; Psychology</b>	August 2013 Graduation

- Golden Key International Honor Society
- Directed Individual Study in Social Psychology: Intergroup Relations
  - Assisted Dr. Ashby Plant by conducting research on issues relating to stereotypes and prejudices
  - Distributed questionnaires to participants and computed data on SPSS
- Kappa Kappa Gamma Sorority
  - *Reading is Fundamental* - read stories to children from the Boys & Girls Club & donated books to them
  - *Dance Marathon* – personally raised \$300 for disabled children, in a charitable event

**HOBBIES & OTHER INTERESTS**

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- Enjoys outdoor activities, including canoeing, hiking, and swimming
- Avid reader (*most recent read: The New Jim Crow: Mass Incarceration in the Age of Colorblindness*)
- Loves to travel
- Devoted guitar player