

# Tia Hampton

Livermore, CO

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Criminal justice student with advanced leadership skills and ability to perform any task. Communicates effectively with others and is willing to do whatever it takes to get the job done.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Assistant Media Librarian**

University of Wyoming Libraries - Laramie, WY - 2015-01 - Present

Checked in, checked out and renewed library materials using Sierra.

Resolved patrons' complaints tactfully and professionally.

Located requested materials on the shelves and in the library database.

### **Assistant**

University of Wyoming Transit Services - Laramie, WY - 2016-09 - 2017-05

Pre-tripped equipment, attained a class B CDL with passenger and air brakes endorsements, post-tripped equipment, maintained equipment to ensure full operating capacity.

### **Custodial aide**

Wind River School District - Pavillion, WY - 2012-06 - 2015-08

Cleaning duties included shampooing carpet and disinfecting all furniture.

Worked as a team leader to efficiently delegate tasks in thoroughly deep cleaning

schools in the summer.

Learned custodial tasks such as stripping vinyl floors and applying wax.

### **Waitress/Dishwasher/Hostess**

Miss Ginny's The Roost - Pavillion, WY - 2011-10 - 2013-08

Consistently provided professional, friendly, and engaging service.

Routinely supported other areas of the restaurant as requested, including answering

telephones and completing financial transactions for other staff.

Washed and disinfected kitchen area, floors, tables, tools, cookware, and equipment.

## EDUCATION

### **Bachelor's in Criminal Justice**

University of Wyoming - Laramie, WY

2014-08 - 2017-05

**High School Diploma**

Wind River Middle/High School - Pavillion, WY  
2014

**Bachelor of Arts in Criminal Justice**

Central Wyoming College - Riverton, WY

**SKILLS**

Customer Service, Cleaning, Class B CDL

**ADDITIONAL INFORMATION****Skills**

Adaptable learner Self-starter

Creative problem solving Criminal law knowledge

Excellent time management Strong work ethic

Quality-focused Highly organized