

Tuffy Titan

Phone Number | City, State | Email | LinkedIn Profile URL

Education

California State University, Fullerton

Bachelor of Arts, Criminal Justice; Minor: Spanish
G.P.A. – 3.76, Dean's List

Expected: May 20xx

Universidad Complutense Abroad

Study Abroad: Madrid, Spain

August 20xx

Related Courses

- Criminal Justice Research Methodology
- Criminal Law: Substantive
- Legal Writing

Relevant Experience

Law Office Firm Name, City, State

Job/Internship Title

June 20xx – August 20xx

- Coordinated with both partners the drafting of legal documents, preparing trial binders, and filing of court documents to schedule depositions promptly
- Screened prospective workers' compensation clients by phone for relevancy of cases
- Translated both in person and in writing for Spanish-speaking clients

Agency Name, City, State

Job/Internship Title

May 20xx – May 20xx

- Evaluated case files of diverse families to coordinate referrals based on specific needs
- Facilitated court-mandated parenting classes along with case managers
- Collaborated with other community agencies and nonprofit organizations to locate available resources for parents in need of social services

Work Experience

Company Name, City, State

Sample Job Title

March 20xx – April 20xx

- Achieved sales targets weekly with commission growth, commission increase of 10% to 15%
- Fostered strong customer relationships through interpersonal skills, resulting in repeat referrals
- Maintained records of sales transactions and inventory counts to meet customer demands and sustained operations

Professional Affiliation

- American Criminal Justice Association, Member

June 20xx – Present

Skills

- Language: Fluent in Spanish
- Computer: MS Office, Descriptive and inferential statistics (SPSS)