

Elena Xavier

Cincinnati, OH | elenaxavier@xavier.edu | (513) 745-3141

EDUCATION

Xavier University, *College of Professional Sciences, Cincinnati, OH*

Anticipated May 20XX

Bachelor of Science, Psychology

Bachelor of Science, Criminal Justice

Minor: Asian Studies

GPA: 3.XX

Honors: Mortar Board Honor Society, Psi Chi Honor Society, Alpha Epsilon Delta Pre-Professional Healthcare Honor Society

RELEVANT EXPERIENCE

Student Intern, *City Police Department, City, MI*

June 20XX – August 20XX

- Completed review and proofreading of policies and directives under supervision of a sergeant, leading revisions to policies.
- Handled documents pertaining to city records and reports, filing city documents and discarding outdated forms.
- Spent time under a detective while observing an investigation, contacting individuals to complete cases.
- Accompanied multiple officers on city patrols, witnessing various actions in response to a range of situations and resolving each respectively.

Student Intern, *Parkway Health Medical Clinic, Cincinnati, OH*

May 20XX – June 20XX

- Obtained patient information, medical history, medications, and current symptoms/conditions, filing documents and discarding outdated forms.
- Worked with medical doctors in the internal medicine, psychiatry, orthopedics, dermatology, and pediatric departments to provide proper care to patients.
- Stocked and pulled medicine in the pharmacy, quickening time for restock and increasing patient satisfaction.

VOLUNTEER AND SERVICE EXPERIENCE

Volunteer, *Northville Civic Concern*

December 20XX – Present

- Deliver food, toys, and goods to local residents who struggled to provide for families during the holiday season.

Student Volunteer, *Mercy Make a Difference Day*

September 20XX

- Accompanied school group on a trip to a sustainability plant in Downtown Detroit, providing aide to adult volunteers and sorting through paper and cardboard recycling.

Student Volunteer, *Tribes Trip*

September 20XX

- Accompanied school group on an explorational trip to Beijing in which we visited a boarding school for children of hardworking citizens, providing them with emotional support and social enrichment during time of hardship.

EXTRACURRICULAR ACTIVITIES

Representative, *Xavier Recruitment Panel*

May 20XX-Present

Member, *Criminal Justice Society*

September 20XX-Present

Member, *Pre-Law Society*

November 20XX-Present

Member, *Psi Chi/Psychology Society*

December 20XX-Present

SKILLS

- Data Analysis: **Intermediate**
- SPSS: **Intermediate**
- Recruitment Marketing and Organization: **Intermediate**
- Mandarin: **Intermediate**
- Albanian: **Advanced**
- Microsoft Suite: **Advanced**