

JANE BOLTON

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- OBJECTIVE** Government Paralegal
- EDUCATION** State University College at Buffalo, New York.
Bachelor of Science in Criminal Justice, May 20XX
Minor in Italian
- Siena University Exchange Program, Siena, Italy, Spring 20XX
- RELATED COURSE WORK** Advanced Library Research Methods Criminal Courts
Constitutional Issues in Criminal Justice Criminal Law and Procedures
White Collar and Corporate Crime English Legal History
Comparative Criminal Justice Systems Sociology of Law
- RELATED EXPERIENCE** **Intern**
International Institute of Buffalo, Buffalo, New York, 1/XX – 5/XX
- Advised immigration clients on various options for citizenship, naturalization, legalization, and visas.
 - Researched and studied the recently passed Amnesty Bill to become familiar with changes in US immigration law.
 - Communicated directly with persons of varied socio-economic backgrounds to aide them in completing necessary paperwork.
 - Processed numerous immigration forms including Employment Eligibility Application (I-9).
- Independent Study**
State University College at Buffalo, New York, Fall 20XX
- Designed and wrote policies and procedures manual for Criminal Justice Department.
 - Interviewed employees in federal, state, and county government, law enforcement and social services agencies to gather information for a reference manual.
- OTHER EXPERIENCE** **Office Assistant**
State University College at Buffalo, New York.
Department of Anthropology, 9/XX-5XX
Department of Nutrition & Food Science, 9/XX-5/XX
Office of Residence Life, 9/XX-5/XX
- CAMPUS ACTIVITIES** **Treasurer**, Criminal Justice Club, 8/XX-5/XX
- Member**, American Friends to International Students Program, 8/XX-5/XX
- Reporter/Announcer**, WBNY Campus Radio Station, 6/XX-12/XX
- SKILLS** Computer: Microsoft Word, Excel, Access, PowerPoint, Outlook, Internet
Language: Fluent in Italian
- REFERENCES** Available upon request