

# Brittany N. Jackman

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1584 Wesleyan Drive  
Norfolk, VA 23502

## OBJECTIVE

A dynamic and results-oriented team player that seeks a position within an organization that values hard work coupled with determination and skill.

## EDUCATION

Virginia Wesleyan College, Norfolk, VA

Bachelor of Arts in Criminal Justice, Minor in Sociology

3.69 GPA, Graduated Magna cum Laude in December 2010

Related Courses: Criminal Justice Administration, Managing Diversity in Organizations, Substance Abuse and Chemical Dependency, Understanding Other Cultures, Family

Honors and Awards: Epsilon Upsilon Psi chapter of the American Criminal Justice Association, 2010, Phi Eta Sigma Freshman Honor Society, 2008

## RELATED EXPERIENCE

Virginia Wesleyan College, Norfolk, VA

### **Resident Assistant**

August 2008-December 2010

- Provide guidance & support to 32 students in an effort to ensure that they are adjusting to college life
- Monitor halls and apartments
- Perform health and safety checks to ensure no policies are broken
- *RA of the year 2010*

## ADDITIONAL EXPERIENCE

Northeast Utilities, Windsor, CT

### **Student Intern -Credit & Collection Administration**

May 2010-January 2011

- Processed disconnect and order resolutions
- Researched delinquent customer accounts
- *Authorized work flow for return checks to be used by other employees*
- Worked with residential and commercial accounts

BKM Total Office, East Hartford, CT

### **Administrative Assistant**

May-August 2008

- Provided administrative/secretarial support for the department, such as answering telephones, assisting visitors, resolving & referring a range of administrative problems & inquiries
- Handled the purchasing and organizing of supplies
- Assembled proposals for projects

Bank of America, Windsor, CT

### **Data Processor**

April 2007- June 2007

- Processed tax documents for bank customers
- Data Entry, Filing

McDonald's, Glastonbury, CT

### **Cashier**

September 2005 – August 2009

- Responsible for cooking, taking orders, and cleaning
- Provided excellent customer service, trained new hires

## EXTRACURRICULAR ACTIVITIES

- M.U.S.T (*Marlins Undergoing Success Together*) Mentor-2009
- Peer Advisor, FYE Mexico, 2009
- Club Secretary, WAC Main Stage 2008
- Community Service, Black Student Union, 2007
- Club Secretary, Black Student Union, 2007-2008
- Community Service, Portfolio Program, 2007

## SKILLS

- CPR certified
- Computer: Microsoft Office, Webpage design, Excel

## REFERENCES AVAILABLE UPON REQUEST