

Jenna Nichols

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Objective: Hardworking and driven Criminal Justice and Political Science student pursuing professional development opportunities in Law Enforcement and Government Agencies to gain experience and knowledge while maturing necessary skills within a professional place of employment.

Education: **BA Criminal Justice, BA Political Science** Expected: May 2025
Law, Justice, and Public Policy Minor
Leadership in Integrated Learning Minor
Michigan State University East Lansing, M
• **3.95/4.0** Overall GPA
• *Dean's List* Fall 2021, Spring 2021
• Bailey Scholar's Program, MSU
• Alpha Phi Sigma, National Criminal Justice Honors Society

Professional

Experience: **Shift Lead** 03/2021 to 08/2022
Tropical Smoothie Cafe Clarkston, MI

- Work to quickly provide excellent customer service while remaining enthusiastic and motivated in a team setting.
- Ensure safety protocols and health guidelines are closely followed by paying very close attention to detail
- Assist in training newly hired crewmembers to guarantee they fully understand their job requirements and responsibilities.

Host/Busser 06/2018 to 02/2021
Honcho Latin Street Food & Coffee Clarkston, MI

- Organized dining room arrangements while catering to seating preferences and special requests to ensure customer service
- Worked efficiently to communicate with other staff members to provide excellent guest service while multitasking between job duties.
- Trained newly hired hostesses and bussers to the highest standards to maintain a superior work environment.

Skills &

Activities: **Member:** National Society of Collegiate Scholars 10/2021 to Present
Member: Michigan State University Cold Case Unit 10/21 to 09/23
Member: National Society of High School Scholars 06/2020 to 06/2021
Volunteer: Michigan Animal Rescue League 06/2018 (Summer)

- Pontiac, MI

Volunteer: Offering Alternative Therapy with Smiles 06/2015 (Summer)

- Clarkston, MI

Computers: Skilled in Mac and PC operating systems – Microsoft Word, PowerPoint, Google Slides, Google Docs, Google Calendar, and Internet Search Engines