**Allison Higgins**

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**Date available to begin work:** May 16, 2018

**SUMMARY STATEMENT**

A current college freshman pursuing a Bachelor of Arts in Justice and Law from the School of Public Affairs at American University. Interested in pursuing a career in federal law enforcement focusing in either counter-terrorism, counter-intelligence, or drug enforcement and obtaining a law degree.

**PROFESSIONAL SKILLS**

**Education**  Bachelors of Arts in Justice and Law from American University

Certificate in Advanced Leadership Studies from American University

**Personal**  Strong research and analytic abilities due to my experience with AU Scholars, extremely motivated and dedicated, and Intermediate in Spanish speaking, writing, and listening.

**WORK EXPERIENCE**

**Waitress**, February – April of 2015 – February – April of 2017

**St. John Bosco Fish Fry**, Parma Heights, Ohio

**Job Type:** Part-Time

**Supervisor:** Debbie Hannan

Managed a nine-table section on busy Friday nights, all while maintaining a calm and friendly attitude in a stressful, fast-paced environment by utilizing both intrapersonal communication skills and situational awareness skills. Promoted to waitress after 1-year bussing tables

**EDUCATION**

**Bachelor of Arts in Justice and Law**, Anticipated Date of Graduation May 2021

American University

**Certificate in Advanced Leadership Studies**, Anticipated Date of Graduation May 2021

American University

**American University Scholars Program: Chemical Weapons from WWI to Today**

American University

**EXTRACURRICULARS**

**FBI Future Agents in Training Program (FAIT)**, August 2015

Cleveland, Ohio

Explored and analyzed the inner workings of the Cleveland FBI Field Office and various roles each department takes on. Collaborated with a team of 50 high school students to investigate a mock crime scene.

**FBI FAIT Alumni Association Chasing the Dragon Chairman**, 2016-2017

Cleveland, Ohio

Lead a group of 20 high school teens in creating an Art Contest for the Northeast Ohio region. Communicated with 26 local organizations in order to have the winning pieces of art displayed around the city. Collaborated with experts in the field of drug enforcement to create a successful and meaningful project that was grounded in facts.

**Uncover Assistant Tobacco Compliance Checks**, June 2017

North Royalton, Ohio

Utilized intrapersonal communication skills to talk with both store clerks, and police officers and situational awareness skills in order to understand each environment I was walking into. Understood the legality of the tasks being accomplished. Investigated a total of 7 local tobacco stores

**President of Spanish Club,** 2015 – 2017

North Royalton, Ohio

Presided over all meetings, ensuring efficient coordination and communication by all members.

Strategized various events that would expose members to aspects of Spanish speaking culture.

Composed monthly reminders and agendas to ensure the club was organized.

**COMMUNITY SERVICE**

**Saint John Bosco International Festival**, August of 2014, 2015, 2016

Parma Heights, Ohio

Fundraised $2,169.90 for my parish through running the game of Plinko. Connected with children and parents while they participate in the game.

**Saint Charles Bible Camp,** July of 2011, 2012 2013, 2014, 2015, 2016, 2017

Parma, Ohio

Facilitated an environment where youths ages 5-10 could both develop their creative and fine motor skill an achieve academically. Instructed new volunteers on how to communicate with the youths and the best methods to teach the youths.

**CAREER EXPLORATION**

**The Changing Face of Counterintelligence, by Assistant Director Bill Priestap,** July 2017

Cleveland, Ohio