

Allison Higgins

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EDUCATION

American University, Washington, District of Columbia May 2021
Bachelors of Arts in Justice and Law
Certificate of Advanced Leadership Studies
Minor in International Studies
Honors: GPA : 3.91, AU Scholars (Chemical Weapons from WWI to Today), SPA Leadership Program,
Dean's List Fall 2017
North Royalton High School, North Royalton, Ohio June 2017
Summa Cum Laude
Honors Diploma
National Honors Society

EXPERIENCE

Waitress, **St. John Bosco Fish Fry**, Parma Heights, Ohio February-April of 2015- February-April of 2017

- Managed a nine-table section on busy Friday nights, all while maintaining a calm and friendly attitude in a stressful, fast-paced environment
- Promoted to waitress after 1-year bussing tables

Undercover Actor, **Tobacco Compliance Checks**, North Royalton, Ohio June 2017

- Utilized intrapersonal communication skills and situational awareness skills
- Understood the legality of the tasks being accomplished
- Investigated a total of 7 local tobacco stores

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

- 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

Chairman, **FBI FAIT Alumni Association Chasing the Dragon**, Cleveland, Ohio June 2016- August 2017

- Lead a group of 20 high school teens in creating an Art Contest
- Communicated with 26 local organizations to display winning poster that raised awareness concerning the opiate epidemic
- Collaborated with experts in the field of drug enforcement to create a successful and meaningful project

President, **Spanish Club**, North Royalton, Ohio September of 2014- May of 2017

- 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

Member, **Pre-Law Society**, Washington DC

- Discussed various issues, such as Hate Crimes and Gun Control, within the American justice system with fellow student
- Strategized solutions to solve the above issues

COMMUNITY SERVICE

Volunteer, **Saint John Bosco International Festival**, Parma Heights, Ohio August of 2014, 2015, 2016

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

Volunteer, **Saint Charles Bible Camp**, Parma, Ohio July of 2011- July of 2017

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

SKILLS

- *Language:* Spanish, intermediate speaker, writer, and listener
- *Computer:* Microsoft Word and PowerPoint, advanced, and Google Drive, advanced

