




# KENDRA C. CLARK

## CRIMINAL JUSTICE

### CONTACT

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Ewing, New Jersey  
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### EDUCATION

**BA / Criminal Justice**

**Minor / Public  
Administration**

Kean University - Union,  
NJ

### ACADEMIC RECOGNITION

- Dean's List: Fall 2017
- Dean's List: Fall 2016

### PROFILE

I am a recent graduate with diverse internship experience in the field of Criminal Justice. I work effectively in challenging situations and have the ability to quickly adapt to new situations. I have demonstrated proven leadership ability and am knowledgeable in PROMIS/Gavel and Microsoft Office.

### INTERNSHIPS

#### CRIMINAL JUSTICE INTERN

***Essex County Sheriff's Office - Newark, New Jersey***

September 2017 – December 2017

- Processed foreclosures into the database
- Prepared files for foreclosure auction
- Processed warrants
- Organized closed warrants

#### CRIMINAL JUSTICE INTERN

**Administrative Assistant**

***The Kintock Group - Newark, New Jersey***

November 2016 – August 2017

- Scanned files of former residents into the data database
- Responsible for giving current residents a copy of their legal documents such as a birth certificate or social security card

#### CRIMINAL JUSTICE INTERN

**Megan's Law Unit**

***Mercer County Prosecutor's Office - Trenton, New Jersey***

June 2016 – August 2016

- Attended court proceedings with the Assistant Prosecutor for the Megan's Law Unit
- Updated tier sheets for current offenders
- Created tier sheets for new offenders

#### CRIMINAL JUSTICE INTERN

**Victim Witness Unit**

***Mercer County Prosecutor's Office - Trenton, New Jersey***

June 2015 – August 2015

- Attended court proceedings with the Victim Witness advocate to support victim witnesses
- Entered domestic violence case information into PROMIS/Gavel
- Created a resource brochure for victim witnesses

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## CRIMINAL JUSTICE

### LEADERSHIP

#### Residential Student Services

- Residential Assistant  
August 2015 – May 2018

#### Kean University Student Organization

- Vice President of Funded Groups  
May 2017 – April 2018
- Executive Secretary  
May 2016 – May 2017
- Executive Assistant Secretary  
Oct. 2015 – April 2016

### SKILLS

- Microsoft Office Suite
- Typing

### APPLICATIONS

- PROMIS/Gavel

### REFERENCES

Upon Request

### EXPERIENCE

#### SUPERVISOR

##### *Sesame Place – Langhorne, Pennsylvania*

May 2016 - Present

- Supervise the restaurant's team members
- Ensure the restaurant is clean, presentable and up to code at all times
- Ensure assistant supervisors are completing their daily tasks
- Prepare guest lists for every meal
- Upon request, prepare meals for guests with dietary restrictions

#### GAME ROOM ATTENDANT

##### *Miron Student Center, Kean University – Union, New Jersey*

September 2015 – May 2018

- Monitored the game room
- Ensure games were in working order and equipment was properly used

#### ASSISTANT SUPERVISOR

##### *Sesame Place – Langhorne, Pennsylvania*

May 2015 – April 2016

- Supervised kitchen and restaurant staff
- Ensured team members were aware of their positions for each meal
- Prepared food for daily meals
- Maintained quality control standards

#### FACILITIES TRAINER

##### *Sesame Place – Langhorne, Pennsylvania*

Spring, Summer, Winter 2014

- Trained employees in the daily operation of the culinary facilities within the park
- Conducted cash register training

#### COUNSELOR

##### *Jumpstart Program, Kean University – Union, New Jersey*

September 2013 – May 2014

- Worked with inner-city pre-schoolers
- Taught pre-schoolers to read and write

#### SERVER

##### *Sesame Place – Langhorne, Pennsylvania*

Summer 2011, Summer 2012, Summer 2013

- Prepped food for all meals
- Conducted quality control tests
- Prepared the facility for scheduled and random inspections