

Niesha Heverly

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Objective

Seeking opportunity to gain employment with Catholic Charities utilizing communication, critical thinking, and interpersonal skills

Education

The College of New Jersey (TCNJ), Ewing, NJ, May 2016

Bachelor of Science in Criminology

Internship

Victim's Witness Intern, **Mercer County Prosecutor Office**, Summer 2014

- Met with victims and completed victim impact statements
- Reviewed bail paperwork and contacted victims with updates
- Attended court sessions and communicated with family members' of deceased victims
- Sent out letter to victim's family members, informing them that a person was either going to jail, being released from jail, sentenced, and/or any other information that the family should be made aware of

Human Trafficking Intern, **New Jersey Division of Criminal Justice**, Fall 2014

- Used the LexisNexis program to do legal research
- Prepared for and attended meetings with the Assistant Attorney General

License

Pharmacy Technician, New Jersey Division of Consumer Affairs, New Jersey, 2017

Work Experience

Full-Time Housing Support Specialist, **Catholic Charities**, Hamilton, New Jersey 2018-present

- Utilize evidence based practices, skill building, and role playing to assist individuals with living independently
- Write weekly progress notes to track the progress that individuals have made towards the goals that are outlined in their treatment plans

Full-Time Weight Loss Counselor, **Nutrisystem**, Fort Washington, Pennsylvania 2017-2018

- Strategize effective ways to help clients troubleshoot weight loss while offering support and motivation

Full-Time Pharmacy Technician, **CVS**, Lawrenceville, New Jersey 2016-2017

- Counted medication, answered phone calls related to customer concerns about their medications, and typed up customers' prescriptions that I deemed as legitimate

Part-Time Supervisor, **Kmart**, Hamilton, New Jersey, 2015

- Trained new supervisors and cashiers to provide customers with great customer service experience, administered breaks, and counted money and distributed specific amounts to all of the registers

Part-Time Desk Assistant, **The College of New Jersey**, Ewing, NJ 2014-2016

- Logged packages, signed keys in and out, emailed students if something of theirs is found, contacted different offices for students or staff members, and answered phone calls

Paid Intern, **Bonner Institute**, Trenton, New Jersey Summer 2014

- Collaborated with different organizations to formulate different ways to improve the amount of resources in Trenton, New Jersey and make it a safe place to live in

College Intern, **G9 TASTE Program**, Trenton, New Jersey Summer 2013

- Assisted in preparing middle school students make the proper transition for high school

Part-Time Receptionist, **Brookdale Senior Living Community**, Hamilton, New Jersey 2012-2013

- Organized and regulated the appointments of visitors and the schedules of the employees

Part-Time Sales Associate, **Foot Locker**, Trenton, New Jersey 2009-2011

- Helped aid customers with any questions that they had about the merchandise and generate ideas that essentially maximized profit for the company

Skills

·Experience writing legal appeals ·Microsoft Word ·Excel · PowerPoint ·Conversational Spanish