

**LESLIE KNOPE**

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**SKILLS SUMMARY**

- Knowledgeable in crisis intervention and familiar with local community services to provide legal and emotional support to clients
- Detail-oriented in the implementation and creation of legal documents to guarantee the appropriate services and resources to clients of all diverse, cultural, and legal backgrounds
- Strong interpersonal oral and written communication skills in supporting diverse populations
- Competent with computer programs and databases; Outlook, SPSS, MS Word, and Google Drive

**EDUCATION**

**Bachelor of Arts in Political Science**

May 2019

*Minor in Freedom Justice Studies*

California State University, Channel Islands

**RELEVANT COURSEWORK**

Enacting Freedom and Justice

Gender and Politics

Public Administration

Civil Rights and Civil Liberties

**PROFESSIONAL EXPERIENCE**

*Victim Advocate Volunteer*

September 2018-Present

Crime Victims' Assistance Unit Office of the District Attorney, Ventura, CA

- Educated in the cycle of domestic and sexual violence and the protective civil rights provided to victims of violence and assault
- Referred clients to the appropriate social, medical, and rehabilitation services to ensure their protection, privacy, and emotional and physical safety
- Assisted in the legal enforcement of domestic and sexual violence restraining orders by relaying detailed information from the client to the District Attorney

*Administrative College Intern*

June 2018-August 2018

Human Resources County of Ventura Human Resources Division, Ventura, CA

- Proficient in orally and visually presenting statistics and data different multimedia projects to illustrate employee professional development and relations
- Systematized and analyzed quantitative and qualitative data to assess and implement the needs of employee work environments
- Provided professional, financial, and legal resources to clients and employees in need of social services to promote community safety and social justice

**PROFESSIONAL INVOLVEMENT & AWARDS**

*Semester Honors*

December 2016-May 2019

California State University, Channel Islands

*Vice President/Member, International Relations Club*

August 2016-May 2019

California State University, Channel Islands