

HENRY D. BRAMMEL

1152 Good Shepherd Lane, Lincoln, PA 19302

Phone: (610) 555-5222

Email: HBrammel@gmail.com

EDUCATION

Master of Science - Criminal Justice

5/2019

West Chester University, West Chester PA

Cumulative GPA: 3.76

Bachelor of Science - Criminal Justice

12/2017

West Chester University, West Chester PA

Cumulative GPA: 3.60

SKILLS AND QUALIFICATIONS

- Exceptional organizational, time management, communication, leadership, and problem solving skills
- Proficient in current technological trends such as Excel, Word, PowerPoint, GIS software (crime mapping)
- Strong interest in criminal justice investigation and procedure
- Basic understanding of Spanish
- Highly self-motivated and independent worker with an excellent work ethic

EXPERIENCE

Henthorn & Williams Group - West Chester, PA

1/2018 – current

Law Clerk

- Perform paralegal duties for a subrogation law practice
- Prepare and file legal drafts for clients of the firm in a timely manner
- Manage over 20 cases at a time, from opening to judgment

Bank of America - Newark, DE

8/2016 – 10/2018

Fraud Analyst I

- Coordinated proactive fraud protection of pre and post-book consumer accounts
- Received Quarterly Award of Excellence and the Consecutive Top Performer Award for 2013

Chester County Detectives – West Chester, PA

5/2016 – 8/2016

Intern

- Learned operations of detective firm by shadowing and assisting three detectives
- Experienced in interviewing and investigative technique

Acme Food Store #45 - North Grove, PA

5/2013 – 2/2016

Associate

- Performed merchandise stocking and cashier duties as needed
- Delivered consistently high service for all customers and management
- Recipient of Associate of the Quarter 2011 award