

Joseph W. Friday

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Country of Citizenship: United States
Veteran's Preferences: N/A
Federal Civilian Status: N/A

OBJECTIVE:

Field Staff Law Enforcement Ranger, BLM, Announcement: NV-DEU-2007-0034, GS 1801-07/11

EDUCATION:

American University, Washington, DC 20016
Degree: B.A. Degree, magna cum laude, May 2008
Academic: GPA: 3.7/4.0
Major: Justice

Minors: Language/Area Studies: France; Language/Area Studies: Japan

Academic Honors: Deans List (6 of 8 semesters)

Honor Society Membership: Phi Kappa Phi

Relevant Coursework:

Introduction to Justice Research (used SPSS and other research methods to write a 15-page paper on the history of the FBI in relation to its employment practices); Analysis of the Executive Branch (wrote a 20-page paper on the political relationship between the FBI and the Executive branch); Crime Prevention; Comparative Systems of Law & Justice

University of Tokyo, Tokyo, 183-8534, Japan
AU Study Abroad, January 2007 – May 2007

Woodbridge Senior High School, Woodbridge, VA 22192
College preparatory curriculum, received diploma, June 2004

EMPLOYMENT HISTORY:

Law Firm of Adams and Jones
1200 19th Street, NE, Washington, DC 20009
From: September 2007 – Present
Salary: \$27,000/year (June 2008 – Present), \$12.50/hour (September 2007 – May 2008)
Hours: 40/week (June 2008 – Present), 20-30/week (September 2007 – May 2008)
Supervisor: John Adams
Telephone: 202-979-5566
Employer may be contacted
Position: Investigator/Paralegal

- Gather and investigate pertinent information related to litigation proceedings of firm
- Work in conjunction with FBI and other law enforcement agencies to collect evidence for criminal and civil litigation
- Take pictures of crime scenes, gather facts, and analyze data for case preparation
- Interview inmates within DC jail in preparation for trial
- Conduct research into relevant case law looking for precedent and pertinent statutes
- Prepare legal documents, reports, and exhibits
- Draft and serve subpoenas

ABC Japan Co.

5-55-5 Takanawa, Minato-Ku, Tokyo, 108-5555, Japan

From: January 2007 – May 2007

Salary: Unpaid

Hours: 20/week

Supervisor: Ichiro Suzuki

E-mail: isfastball@24h.co.jp

Employer may be contacted

Position: Intern Translator

- Translated technical and professional correspondence between Japanese and English
- Participated in team meetings between company management and potential international partners
- Organized financial data in MS Excel spreadsheets and prepared reports for business partners
- Conducted company presentation utilizing MS PowerPoint for representatives of Fortune 500 company

International Labor Rights Fund

2001 S St. NW #420, Washington, DC 20009

From: September 2006 – December 2006

Salary: Unpaid

Hours: 15/week

Supervisor: Elsa Veroni

Telephone: 202-555-1212

Employer may be contacted

Position: Media Intern

- Managed a campaign against forced child labor in Liberia
- Built relationships with Japanese media outlets and NGOs
- Wrote press releases and mediawires
- Wrote and published monthly newsletter to 300 constituents
- Created and maintained contact database, including contact information for over 75 media outlets and 25 NGOs

LEADERSHIP AND INVOLVEMENT:

Staff Writer, The Eagle (AU Student Newspaper), 2005 – 2006

Residence Hall Representative, AU Student Senate, 2004 – 2006

Chairperson, AU Toy Drive, 2005

- As student project lead, independently organized campaign and collected over 2,000 new and gently used toys to relieve toy shortage for the children and adolescents at Children's Hospital in Washington, DC
- Received Community Service Award for 2005-2006 from AU Student Government

AU Outdoors Club, 2005 - 2008

COMPUTER SKILLS:

Microsoft Office, including MS Word, Excel, PowerPoint and Access; Photoshop; SPSS, Internet/Database Research

FOREIGN LANGUAGE SKILLS:

Proficient in written and oral French and Japanese (Certificates in both languages from American University)

SPECIAL INTERESTS:

Rock climbing, orienteering, mountain biking, Japanese cooking, acoustic guitar