

# CAITLIN WITHROW

---

📞 904-697-6523

✉️ withrowcs@gmail.com

📍 Jacksonville, FL

🌐 <https://www.linkedin.com/in/caitlin-withrow-2192a8166/>

## INTERESTS

### JAPANESE LANGUAGE AND CULTURE

- Began self-study with the goal of N5 Proficiency by the end of 2023 in Feb 2023
- Completed 2 semesters of Japanese Language Courses during undergraduate career
- Familiar with the writing systems with the Japanese Language

## EDUCATION

### Southern New Hampshire University

Expected June 2024

Currently Pursuing a M.S. Criminal Justice

Concentration in Advanced Counterterrorism and Homeland Security  
Made Honor Roll for Nov 2022-Jan 2023 Term

### University of Central Florida, Orlando, FL

Aug 2022

B.S. Psychology

Certificates in Behavioral Forensics and Criminal Profiling

### Paxon School for Advanced Studies, Jacksonville, FL

June 2018

Honors Diploma with a Scholars designation

## WORK EXPERIENCE

### TEST ADMINISTRATOR

Pearson VUE | Mar 2023 - Present

### SUBSTITUTE TEACHER

ESS/DCPS | Nov 2022 - Feb 2023

### KEY HOLDER/ASSOCIATE

2nd and Charles | Dec 2021 - Nov 2022

Hired as Part-Time Associate in Dec 2021, promoted to Key Holder Aug 2022

# VOLUNTEER

## SPECIAL EVENT VOLUNTEER

Jacksonville Zoo and Gardens | Oct 2014 - Oct 2018

- Exhibited good time management through working 50+ hours each event with high school schedule
- Greeted and interacted with guests, creating a welcoming atmosphere
- Worked well in a fast-paced, team-oriented environment

---

- General Customer Service support
- Worked Buyback evaluating items using company program DIBS
- Worked with GM to keep the store organized and running according to company standards
- Delegated tasks to fellow associates and aided where needed
- Managed the store during opening and/or closing

# LEADERSHIP EXPERIENCE AND ACTIVITIES

## MEMBER

UCF Forensic Science Association | Jan 2019 - Dec 2021

- Participated in AAFS Annual Conference in 2020

## PUBLIC AFFAIRS AND COMMUNICATIONS OFFICER (S5)

Paxon SAS Golden Eagle Battalion (JROTC) | May 2017- May 2018

- Managed communication with the entire battalion through the use of the Remind app
- Managed picture documentation from assistants on the battalion computer
- Presented in the battalions Continuous Improvement Project (CIP) presentation
- Created a slideshow presentation for the annual Cadet Ball

## MEMBER

Paxon SAS National Honors Society | Jan 2017-May 2018

## ASSISTANT TO THE PUBLIC AFFAIRS AND COMMUNICATIONS OFFICER

Paxon SAS Golden Eagle Battalion (JROTC) | Aug 2016 - May 2017