

Nicole Matczak

East Greenbush, NY 12061 • matczn@sage.edu • (814)384-4485

Education

Bachelor of Criminal Justice, Law & Behavioral Science, May 2025

Russell Sage College, Albany, NY

- GPA: 3.8
- Dean's List: Fall 2022-Present

Relevant Experience

Detective Intern, Rensselaer Police Department, Rensselaer, NY

January 2024 - Current

- Assist in drafting various law enforcement letters to aid in investigation.
- Analyze crime scene to understand offender motive and reconstruct crime scene.
- Perform organizational tasks such as case management, evidence tagging, and filing for various personnel.

Professional Development

Citizen's Police Academy, Schenectady, NY

March 2024 - April 2024

- 6-week community program that provides individuals with a background and deeper understanding of the NYPD policies, activities, and structure.

Work Experience

Front End Supervisor/Office Teammate, Market32, East Greenbush, NY

November 2022 - Current

- Ensure compliance with BSA Laws and regulations.
- Cash handling and record keeping following corporation regulations.
- Respond promptly to customer inquiries in person or over the phone – in a proficient and timely manner.

Department Manager, McDonalds, Rensselaer, NY

December 2021 - December 2022

- Prepared weekly schedules to ensure daily floor coverage.
- Oversaw training and development of new teammates utilizing online training resources.

- Prepared and handled food according to food safety regulations and SERVESafe tools.

Crew Member, McDonalds, Erie, PA

December 2020 - June 2021

- Performed opening and closing tasks.
- Handled cash and credit card payments in drive through and front counter.
- Prepared and handled food according to food safety regulations.

Skills

- Proficient in Microsoft Word, Microsoft Excel, Microsoft Powerpoint.
- Excellent written and verbal communication skills.