

# KAREN BRIGHTMAN

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## OBJECTIVE

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Seeking a position as a Case Manager with the San Diego Community Justice Center

## EDUCATION

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*Bachelor of Arts in Sociology and Psychology*, Saint Mary's College, Notre Dame, Indiana, May 2008

Overall GPA: 3.38

- *Academic Honors*: Fall 2001 Bertrand Award; Honors List Spring 2003, Fall 2003, Fall 2004, and Spring 2005; Member of Alpha Kappa Delta

## CRIMINAL JUSTICE EXPERIENCE

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*Brennamen Retail Outlet*, South Bend, Indiana, January 2008 – Present

*Loss Prevention Intern*

### Restorative Justice and Community Outreach

- Coordinate Restorative Justice program with local Community Justice Center to provide alternative punitive sentences for juvenile offenders
- Provide mentoring and case management for juvenile offenders in an effort to reduce repeat shoplifting offenses and to nurture positive decision-making

### Investigation and Observation

- Investigate internal and external losses as well as write investigative reports
- Monitor closed-circuit television for any suspicious activity as well as patrol store to ensure safety and security of employees and merchandise

### Safety and Law Enforcement

- Maintain safety standards and implement safety programs
- Execute and implement shrink reduction strategies including collaboration with local law enforcement personnel on suspect apprehension

## MANAGEMENT EXPERIENCE

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*Wightman Company*, San Diego, California, Summers 2005 – 2007

*Assistant Manager*

- Trained and supervised associates to ensure employees followed company policies and procedures
- Maintained merchandising standards and executed shrink initiatives

## ADDITIONAL WORK EXPERIENCE

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*Sales Associate*, American Retail, San Diego, California, June 2003 – August 2004

*Childcare Educator*, Early Childhood Development Center, University of Notre Dame, Notre Dame, Indiana, December 2005 – August 2007

## LEADERSHIP EXPERIENCE

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Freshman Orientation Counselor ♦ Volunteers in Support of Admission ♦ Student Academic Council  
University of Notre Dame Marching Band ♦ Hall Council Treasurer ♦ Sociology Club Treasurer

## COMPUTER SKILLS

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Microsoft Office ♦ Windows 95/98/NT/ME/XP ♦ SPSS ♦ PE Pro ♦ Internet Research