

Jacob Heffner

(484) 220-5561 • heffner.t.jacob@gmail.com

AREAS of STRENGTH

- Clear communication and mentoring with diverse populations
- Program design and facilitation
- Flexibility
- Willing to relocate

EDUCATION

Bachelor of Science in Criminal Justice

May 2022

Kutztown University of Pennsylvania, Kutztown, PA

WORK EXPERIENCE

Berkshire Systems Group, Shillington, PA

Inspector

Summer 2021

- Serviced clients in industry, corporations, and education.
- Utilized software to inspect fire alarm and security systems.
- Created charts to track and analyze data.

Security Systems Integrator

August 2022-November 2022

- Interact regularly with clients and teach basic knowledge of systems.
- Install and program new security products.
- Troubleshoot and fix any problems with already existing devices.

Crowe LLP, Remote

Financial Crime Review Analyst

November 2022-May 2023

- Review and investigate suspicious transactions.
- Thoroughly fill and file reports related to suspicious activity.

OTHER RELATED EXPERIENCE

Kutztown High School, Kutztown, PA

Coach

2017-Present

- Coach and mentor players in basketball and tennis
- Review the weekly grade reports and help student athletes in their academic careers when necessary
- Assisted in designing, planning, and facilitating tennis clinics and tournaments.

Kutztown University of Pennsylvania, Kutztown, PA—Criminal Justice Association

Treasurer

2019-2022

- Plan and coordinate programs including field trips and guest speaker events.
- Develop volunteer opportunities for association members.
- Manage association budget.

SERVICE EXPERIENCE

2014-Present

- Friend Inc., Kutztown, PA
Volunteer during the holidays to disperse presents, meals, and food to disadvantaged community members.

