

Sharon Denise Jenkins
725 Gresham Place, N.W.
Washington, D.C. 20001
(202) 232-1851 (home/office)
(202) 391-5000 (cell)
(202) 232-1242 (fax)
Email: info@jiservices.net
Web: www.jiservices.net

WORK EXPERIENCE

**SJ Investigative Services, LLC/
Self-employed
Criminal Investigator/
Private Detective**

August 2002- Present

- Analyze requests, complaints, and allegations to identify the issues and the evidence, which are required for each case.
- Gather facts for investigations through investigative methods and techniques. Conduct interviews, observe, and analyze records. Prepare factual investigative reports in a clear, concise, and thorough format.
- Conduct subject and personal interviews. Perform record searches to ensure thorough and complete background investigation has been completed. Searches include: employment interviews, neighbors references interviews; police and court record searches; verifying or obtaining medical information (by subpoena only); education and, follow-up of other investigative leads that may develop during the investigation.
- Conduct diligent searches to locate witnesses and birth parents in pre-adoptive and custody cases
- Conduct background searches for witnesses, using highly technical databases systems. Conduct record searches and personal interviews.
- Conduct investigations involving child abuse and neglect cases. Through observation, record critical facts regarding persons, objects, and events.
- Possess knowledge of Family Division guidelines and laws as they relates to child abuse/neglect and adoption cases.
- As a private detective, prepare official affidavits. Prepare written affidavits in official court formats, indicating the name and case number, name of judge, occupational information, home of record, and contact numbers. Prepare affidavits in order of occurrence and provide full details of each incident. Ensure investigative reports are thorough, complete, concise, and accurate.
- Apply the U.S. Criminal Code, the Federal Rules of Evidence, the D.C. Code, and the Federal Rules of Criminal and Administrative Procedure laws when conducting Investigations.

Sharon Jenkins

Page 2

- As a process server, deliver legal documents such as subpoenas, summons, complaints, orders, and other court documents to defendants, witnesses, and individuals involved in the respective cases.

**Court Appointed Special Advocate (CASA)
For Neglected and Abused Children**

July 1999–October 2004

1424 16th Street, N.W.
Washington, D.C. 20036

- Provided independent factual information to the Family Court regarding neglected and abused children.
- Provided advocacy for neglected and abused children who are the subject of judicial actions.
- Monitored cases involving neglected and abused children until the terms of a court order has been fulfilled.
- Conducted independent investigations concerning neglected and abused children.
- Prepared summary or synopsis of investigation.
- Adapted investigative methods, techniques, and procedures to specific situations.
- Provided thorough and complete investigations in relation to neglected and abused children, foster care, and kinship providers. The court used investigation findings to determine a decision for the permanent placement of the children.
- As a liaison for children, worked with the Guardian ad litem and social workers who provided information, which is in the best interest of the children.
- Conducted extensive research, using social worker case files, court records, medical files, and school records, to provide a thorough and accurate report to the court.
- As a court appointed Special Advocate for Neglected and Abused Children, prepared investigative reports and independent information on neglect and adoption cases to the D.C. Superior Court Family Division.
- Testified at court hearings, providing recommendations on behalf of the children's welfare.
- Analyzed requests, complaints, or allegations to identify the issues involved and the types of evidence required for each case.

- Applied knowledge of Family Division guidelines and laws as they relate to child abuse/neglect and adoption cases.

Sharon Jenkins
Page 3

Equal Employment Opportunity (EEO) Counselor
Collateral Duties

August 1999- April 2004

Peace Corps
1111 20th Street, NW
Washington, D.C. 20526

- Counseled individuals regarding the procedural aspects of a discrimination complaint; inform complainants of their rights and options under appropriate regulations and agency procedures (e.g. 29 C.F.R. 1614; EEOC MD 110; conducted informal fact-finding inquiries to include attempts at resolution; reviewed allegations to determine regulatory bases (i.e., race, color, age, sex, national origin, religion, or disability).
- As an EEO Counselor, possessed full understanding of the EEO laws and regulations as they applies to employment problems of underutilized persons and classes in the workforce and labor market, specifically racial and ethnic minorities, women, older workers, people with disabilities, or the economically disadvantaged.
- Possess knowledge of the structure of the Federal personnel system including classification, staffing, recruitment, performance evaluation, career development, labor relations, appeals, grievances, adverse actions, and employee rights and responsibilities.
- Advised management on EEO, Title VII, and human resources policies; provided recommendations to management on the appropriate course of action for seeking a resolution.
- Documented resolutions and advised complainants of their rights to file a formal discrimination complaint if the resolution failed. Prepared a counselor report as evidence that required counseling actions took place and that any jurisdictional questions that may arose were resolved.
- Managed a large volume of EEO complaints from agency employees, applicants, and contractors; processed very complex and multiple allegations cases; and advised newly appointed counselors in processing EEO complaints.

Sharon Jenkins
Page 4

EDUCATION

Bachelor of Arts, Criminal Justice Administration, May 2001
Associate Applied Science, Law Enforcement, May 2000
University of the District of Columbia
Washington, D.C. 20008

Diploma
Roosevelt Senior High School
13th and Upshur Street, N.W.
Washington, D.C. 20011

PROFESSIONAL DEVELOPMENT

Child Abuse Training
Neglect Institute
Adoption Training
Criminal Justice Administration Investigator Training
Child and Family Services Agency
GPS-MAPP Training for Adoptive/Foster/Kinship Care Providers
Court Appointed Special Advocate for Neglected and Abused Children
Conflict and Meditation Training
Meditation and Confrontation Skills

CRIMINAL INVESTIGATOR CERTIFICATION PROGRAM (CJA)

Introduction to Criminal Investigations
Overview of D.C. Superior Court System
Defense Theories
Investigator Resources
Discovery and Subpoenas
Case Organization and Management
Jencks, Gregory, and Brady
Witness Interviewing and Statement Taking
Crime Scene Investigations, Ethics
Child Abuse and Neglect Investigation
Advanced Interviewing and Statement Taking
Testifying and the Investigator's Role at Trial

CERTIFICATIONS and ASSOCIATIONS

Licensed Private Detective, Agency Number 0943
LSDBE Certified Business LSDZR00285112008
Certified Criminal Investigator (CJA) Identification Number IV0084
Certified HUBZone Small Business Concern 23028
National Association of Investigative Specialists May 2005

REFERENCES

Richard Henry Speidel
Attorney At Law
(301) 229-2306

R. Dean Torwelle, J.D.
Attorney At Law
(301) 868-1845

Kevin S. Kassees
Attorney At Law
(703) 566-0709