

Sydney Babb

Little Rock, AR 72206

(501) 517-4240

sydney5910@gmail.com

EDUCATION

Ouachita Baptist University, Arkadelphia

August 2022- PRESENT

Bachelor of Arts in Criminal Justice, minor in communications and sociology

EXPERIENCE

Academic Affairs, Ouachita Baptist University — Student Worker

August 2022 - PRESENT

Manages student and faculty files, organizes academic information, creates and directs campus wide events.

Pulaski County Sheriff's Office, Little Rock — Intern

June 2025-August 2025

Making PCDC Subpoenas, Return of Service, Jail bond receipts, and order of protections for victims.

KPOT Korean BBQ & HOT Pot, North Little Rock — Hostess

May 2024 - December 2024

Greeting customers, communicating important details, bridge between guest and restaurant, organizing waitlists, multitasking

SKILLS

- Legal & administrative documentation
- Confidential records management
- Professional communication
- Time management & organization
- Microsoft Word, Google Docs, Excel, Powerpoint/Google Slides
- Customer service & interpersonal skills

ACCOMPLISHMENTS

- President of Sociology and Criminal Justice Club
- Outstanding Junior in Sociology and Criminal Justice
- Holds leadership position in women's social club, Tri Chi
- President's List Fall of 2022, 2024, Spring 2023, Fall/Spring 2024
- Dean's List Fall 2023, 2025
- Ouachita's *Who's Who*