

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

- Skilled Police Officer with four years of experience in military law enforcement.
- Assigned to uphold a variety of duties pertaining to security matters on United States Marine Corps installations.
- Tasked as Entry Control Point Gate Sentry, Patrolman, Emergency Communications Center Dispatcher, Desk Sergeant and Patrol Supervisor.
- Trained in Customs and Border Clearance procedures and Agricultural Inspections.

## SKILLS

- Military experience
- Search and seizure procedures
- Traffic control
- Emergency vehicle operation
- Calm in emergency situations
- Exemplifies integrity
- Report writing
- Stationary surveillance
- Weapons training
- Government security clearance

## WORK HISTORY

07/2009 to **Military Police Officer**

Current **United States Marine Corps Military Police – City, STATE**

- Patrolman
  - Responded quickly and effectively to all security violations and duress alarms.
  - Investigated and reported crimes, accidents, offenses and damage to property.
  - Apprehended suspects, read Miranda Rights and transported offenders to jail.
- Emergency Communications Center Dispatcher
  - Monitored central alarm system for fire, intrusion, and duress alarms and responded when needed.
  - Performed surveillance of suspects using binoculars, cameras and camcorders.
  - Answered Emergency phone calls and dispatched emergency response units.
- Desk Sergeant
  - Processed incident complaint reports for incidents such a
  - Monitored and authorized entrance and departure of employees and visitors.
  - Wrote reports on property damage, theft, presence of unauthorized persons and unusual occurrences.
- Patrol Supervisor
  - Supervised a team of 15 Marines during a given shift to ensure all matters involving installation security, emergency response and report writing procedures were conducted properly and efficiently.

10/2012 to **Customs and Border Clearance Agent / Agricultural Inspector**

05/2013 **United States Marine Corps – City, STATE**

- Conducted inspections of all Military equipment being retrograded to the United States in support of Operation Enduring Freedom in Afghanistan.
- Customs and Border Clearance Agent
  - Certified Military equipment to be free of contraband items such as drugs, weapons and explosives prior to being sent back to the United States.
  - Ensured no Military Personnel being re-deployed to the United States carried any contraband items.
- Agricultural Inspector
  - Certified Military equipment to ensure no foreign pests or debris could reach United States soil to contaminate crops or livestock.

09/2013 to **Gate Supervisor**

2014 **United States Marine Corps – City, STATE**

- Led a team of 4 Marines responsible for monitoring a high volume of traffic entering the installation.
- Enforced all traffic laws and ordinances.
- Issued traffic citations and electronic tickets for violations of traffic laws.

## EDUCATION

2009

**High School Diploma**

**Denver North High School - Denver, Colorado**