

Experienced mediator and former police officer with a 4 year background in office work. I am outgoing and extremely detail oriented, and seeking an administrative appointment.

## Experience

2014-05 - 2017-04	<div><b>Police Officer</b> <i>Crawfordsville Police Department</i> Standard "Patrolman" on the local city police department. I was responsible for tasks such as:<ul style="list-style-type: none"><li>• Mediating issues between emotional individuals</li><li>• Completing detailed accident reports</li><li>• Working as part of a team</li><li>• Investigating criminal offenses</li><li>• Responding to emergency 911 calls</li><li>• Performing basic lifesaving medical functions</li></ul>I was also involved in other programs including:<ul style="list-style-type: none"><li>• Active Shooter Instructor</li><li>• Reserve-Officer Board</li><li>• Fraternal Order of Police<ul style="list-style-type: none"><li>• Treasurer 2015-2016</li><li>• Secretary 2015-2017</li></ul></li><li>• Primary organizer of inaugural 5k fundraiser</li></ul></div>
2015-03 - 2016-12	<div><b>Security Officer</b> <i>T&amp;L Enterprises</i> Security officer at convenience stores through a contracted company.</div>
2009-08 - 2014-05	<div><b>Project Manager</b> <i>Indiana University</i> I began as a tutor, helping teach math to students. 1 year later I was promoted to Manager, and eventually to Project Manager. I was responsible for tasks such as:<ul style="list-style-type: none"><li>• Office coordinator</li><li>• Customer service and daily operations (of a 60+ employee center)</li><li>• Organizing each hiring processes</li><li>• Constructing student resources</li><li>• Scheduling employee shifts</li><li>• Organizing special events</li><li>• Programming tutoring software</li><li>• Training new assistant managers</li></ul>I was awarded "Supervisor of the Year" in 2012, out of the entire School of Science.</div>

## Education

2014-07 - 2014-11	<div><b>Indiana Law Enforcement Academy, Police Officer</b> Graduated in the top 5 students, ranked academically.</div>
2008-08 - 2012-05	<div><b>Purdue University, Bachelor's in Mechanical Engineering, Minor in Mathematics</b> Graduated as an Honors Scholar with a 3.4 / 4.0 GPA.</div>
2004-08 - 2008-05	<div><b>East Central High School, Indiana Academic Honors Diploma</b> Graduated with honors, with a 3.9 / 4.0 GPA</div>

# Jeremy Wuestefeld

## Personal Info

<b>Address</b> 2975 N 425 E Crawfordsville, IN 47933
<b>Phone</b> 513-659-5835
<b>E-mail</b> jwuestef@gmail.com

## Skills

<b>Mediating conflicts</b> <div></div>
<b>Working as part of a team</b> <div></div>
<b>Microsoft Office (Work &amp; Excel)</b> <div></div>
<b>Multi-tasking on numerous projects simultaneously</b> <div></div>
<b>Computers and proficiency with general technology</b> <div></div>
<b>Organizing and maintaining an office environment</b> <div></div>
<b>Coding scripts/programs</b> <div></div>

## References

<b>Kevin Berkopes Indiana University</b> <b>317-274-3286</b> berkopek@iupui.edu Former supervisor
<b>Jason Wood Indiana University</b> 812-344-0635 wood32@umail.iu.edu Past coworker and current friend
<b>Jared Colley Crawfordsville PD</b> 765-362-3762x157 jcolley@crawfordsvillepolice.com Past coworker and current friend