

Robert Smith

Chief Communications Officer

PERSONAL STATEMENT

To obtain a position within your organization in which I can maximize my professional skills and abilities.

WORK EXPERIENCE

Chief Communications Officer

Worth County E911 - September 2011 - 2019

Responsibilities:

- Provides communication and support services to the police, fire, medical and other emergency services.
- Receives emergency calls from the public requesting police, fire, medical or other emergency services.
- Determine the nature and location of the emergency; determine priorities, and dispatch police, fire ambulance or other emergency units as necessary and in accordance with established procedures.
- Receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of police and fire units.
- Monitor direct emergency alarms, answer non-emergency calls for assistance.
- Enter, update and retrieve information from a variety of computer systems.
- Receive requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data.

Communications Officer

City Of Bisbee - 2006 - 2011

Responsibilities:

- Achievements Arizona Criminal Justice Information Center Terminal Operator Certification renewed August 2015 Instrumental in successful transition from paper to computerized record-keeping system.
- Training and placement of two junior communications officers.
- Primary Duties Police and fire emergency dispatch including radio, phone, and inter-office messaging.
- Computer-aided dispatching using Spillman brand software introduced in 2010.
- Inter-agency coordination and assistance including Cochise County Sheriffs Office, United States border Patrol, Arizona Department of Public Safety, and Arizona Department of Transportation.
- Miscellaneous computer based tasks essential to department operation including electronic scheduling, general troubleshooting, and document and video/audio conversion assistance.
- After hours municipal and public works coordination..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft office, Servers,
Virtualization,
Troubleshooting,
Network Management,
Networking, Cisco iOS,
Linux, CSS, HTML 5,
Computer Skills,
Sharepoint, Hyper-V.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Diploma in Basic Communication Certified - (Worth County High School - Sylvester, GA)