

Robert Smith

Communications Officer

CONTACT DETAILS

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

SKILLS

supervisor,.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Driven professional with extensive training in Police, Fire, Emergency Management and Hazardous Materials including inspection, response, and mitigation. A Former Emergency Planning Coordinator. Criminal Analyst expertise with a love for the hunt attitude. Active listener who seamlessly incorporates feedback from staff and the community. A Team player with numerous Letters of Recognition and Commendation for going above and beyond to get the job done.

WORK EXPERIENCE

Communications Officer

ABC Corporation - June 2006 - October 2007

Responsibilities:

- Performed and Trained new employees in Public Safety Dispatch for both State Troopers Including routine and emergency call taking, Radio use and procedures.
- Computer Aided Dispatch System, National Crime Information System and local records systems.
- Responsible for Troopers covering twelve counties in middle Tennessee.
- At the request of Troopers performed Criminal Analyst functions to obtain information of subjects at locations covered by the THP.
- Checks included Fusion Centers, El Paso Information Center, other state and local Police Departments.
- Operated as main contact point for after hours emergencies for all departments of the State of Tennessee under the Department of Homeland security.
- Responsible for the activation of Troopers for escapes from any State Prison.

Communications Officer

City Of Richmond, VA - 2003 - 2006

Responsibilities:

- Receive and handle inbound 9-1-1 calls.
- Maintain collected and calm tone regardless of callers situation.
- Treat all callers with utmost respect.
- Give instructions for emergency and non-emergency calls.
- Refer certain types of calls to the appropriate department or agency.
- Dispatch police and fire calls for service via radio.
- Maintain personnel accountability during pursuits and high-impact situations.

Education

Certification in Law Enforcement Training - (Rhode Island State Police - Westerly, RI)