

ROBERT SMITH

Military Police Officer II

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SUMMARY

Skilled communicator able to establishing a rapport with individuals across a wide demographic range, striving for team cohesiveness, and can also perform individually. Experienced supervisor with 5 years of experience leading small teams in the security field. Core competencies include organization, detail-oriented, and conscientious self-starter, able to strategically prioritize effectively to accomplish multiple tasks while staying calm under pressure.

SKILLS

Previous customer service skills through the Human Resources and Recruiting fields.

WORK EXPERIENCE

Military Police Officer II

ABC Corporation - 2002 – 2005

- Provided security by patrolling various bases in South Korea.
- Enforced the law, maintained law and order, preserved the peace, and protected life and civil rights within the jurisdiction of the military installation.
- Manage and oversee daily operations of the SCIF, including both physical and operational security.
- Perform a full range of duties for defending protection level resources.
- Assisted soldiers with course of actions depending on issues needing resolution.
- Produces various documents to include audit reports using word processing software functions while working from handwritten draft, edited copy or electronic files.
- Creates, copies, edits, makes insertions and deletions, and moves text throughout a single document or from one electronic file to another.

Military Police Officer

ABC Corporation - 1997 – 2002

- Watch Commander; managed patrol section of 10-18 patrolmen.
- Responsible for making critical decisions for the safety of the patrolmen and for over 2,800 personnel on the base, annual and semiannual employee performance evaluations, formal/informal employee counseling, work/watch schedules, training/qualifications of new personnel.
- Law enforcement duties; responded to traffic accidents, bomb threats, crimes scenes, and medical emergencies.
- Enforced traffic laws, Navy regulations, and all articles of the Uniformed Code of Military Justice.
- Department Sponsorship Coordinator; assigned sponsors to incoming personnel, provided assistance in all aspects of military and civilian life while personnel were transferring to our command.
- Department Coordinator of Navy/Marine Corp Relief Fund.
- Help raise over \$16,500 for the fund..

SCHOLASTICS

- Master of Professional Studies in Homeland Security - (Penn State University)