

Reporting/Communications Officer

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,
Alabama

Objective

Obtain a position in an office environment that allows me to enhance my passion for record keeping, tracking and logging information, and maintaining filing systems.

Skills

Microsoft Office, Microsoft Word, CAD.

Work Experience

Reporting/Communications Officer

ABC Corporation - February 2008 – August 2009

- Certified as an Emergency Medical Dispatcher Received and recorded 911 emergency phone calls, gave medical emergency Instructions over the phone.
- Operated CAD equipment, two way radios, telephones and audio-visual equipment.
- Enters information into computer system and database and types various documents where attention to detail and format is critical.
- Verifies records for accuracy and completeness; enters and retrieves sensitive and restricted information.
- Maintains vendor files in accordance with applicable records retention schedules.
- Collects information from a variety of sources and compiles data.
- Maintains filing systems; verifies information, makes appropriate copies and stores files as required.

Communications Officer

ABC Corporation - 2006 – 2008

- Maintained radio contact; with deputies on duty.
- Advised them of emergency and non-emergency calls.
- Answered calls for emergency and non-emergency purposes.
- Contacted EMS and Fire if they were needed.
- Maintained radio contact with Border Patrol, DPS, Padre Island Park Ranger, and Game Wardens.
- Also confirmed warrants, handled bond outs for persons that were incarcerated in the county jail.
- Assisted Officers with getting any information from the local and nationwide system..

Education

Basic Communications Officer - (Georgia Public Safety Training Center - Forsyth, GA)