

Robert Smith

Public Safety And Communications Officer

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SUMMARY

Accomplished in training personnel in communications, maintenance, and operational procedures. Excellent supervisory and management skills. Recognized by supervisors as a self-motivated, efficient, and competent professional who delivers outstanding results through use of keen problem-solving skills. Team player whose personal strengths include dependability, trustworthiness, sound judgment, and strong work ethic.

SKILLS

OPERATING SYSTEMS- VMware ESXi/vCenter, MS Window [].

WORK EXPERIENCE

Public Safety And Communications Officer

ABC Corporation - December 2004 - October 2007

- Planned for and supervised the installation, operation, and maintenance of single channel radio, telephone, and secure and non-secure data circuits for combat operations.
- Supervised all personnel management, logistics, supply, and operations for over 200 Marines in order to effectively support battalion missions.
- Managed the Headquarters and Service Batterys communications equipment account, valued at 1.1 million.
- Sourced training, planned, and coordinated multiple operational exercises on various levels from company-level to Marine Expeditionary Force-level exercises; was instrumental in developing comprehensive and detailed plans for their successful completion.
- Planned, installed, operated, and maintained a variety of network backbone structures that supported air combat and logistical operations for ground and air combat forces.
- Supervised all administrative, legal, logistical, and training requirements for Marines and was recognized by senior management for work with crisis management and resolution, personnel and task management, and resource allocation and utilization.
- Trained and conducted platoon operations for the Multichannel Radio Platoon and Data Communications Platoon in order to maintain effectiveness standards and ensure superior performance in Company and larger level exercises.

Communications Officer

ABC Corporation - 2001 - 2004

- Answer 911, Administrative line, Radio, Dispatch, Enter in Wants/Warrants Highlights
- Questioned individuals for the purpose of obtaining sufficient information to make intelligent and prompt decisions regarding the situation at hand Answer 911 Phone lines, and dispatching appropriate unit to call.
- Also, determine validity of the call itself to warrant a unit being dispatched.
- Answer Administrative lines, and direct calls to appropriate extension.
- Answer radio transmissions from police, fire and rescue.
- Dispatch all incoming calls for service to police, fire or rescue.
- Look up and enter wants and warrants for individuals, as well as, entering stolen articles and vehicles.
- Certified in EMD.

EDUCATION

Tactical and enterprise communications - (Communications and Information Systems Officer Course - Quantico, VA)