

Communications Officer

ROBERT SMITH

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Objective

Applying for the position of Administrative Office Manager. Versatile, reliable and efficient with 8+ years experience supporting managers and executives in high paced environments. Diversified skills include client relations, human resources, recruiting, project management, and administrative support. Excellent phone and digital communication skills.

Skills

Microsoft Office, Sales, Bookkeeping, Bookkeeping,.

Work Experience

Communications Officer

Georgia Gwinnett College - 2013 - 2019

- Operates a multi-line telephone system and radio dispatch console.
- Responds to emergency calls from county E911 system and dispatches the proper responders.
- Analyzes calls for the best way to handle each call, what type of information to be obtained from the caller and which units should be assigned.
- Provides campus patrols with requested information via radio.
- Transmits messages to officers via radio, phone, in writing, or in person.
- Serves as a liaison for citizen reports, complaints, and officers on patrol.
- Acknowledges officers over radio and records time of acknowledgement.

Communications Officer

ABC Corporation - 2008 - 2013

- provide professional communications to all members of the Colorado State Patrol, other agencies and the citizens of Colorado.
- Receiving and dispatching calls to Troopers, CDOT, Department of Wildlife, State Parks Officers and or the appropriate agency.
- Trained in highly complex computers and communicators equipment including CAD, CCIC/NCIC, police radios and mobile data computers.
- Make decisions that are critical to the outcome of emergency situations.
- Work independently, provide a calm and professional response when under extreme duress.
- Provide assistance to the citizens of Colorado and those visiting our State, deal with citizens from socio-ethnic backgrounds, keen listening skills, often work in very stressful situations, able to prioritize job duties in an environment where multiple emergency situations occur simultaneously.
- Reason for Leaving Career Advancement.

Education

Associate of Science - 2009(Shorter University)