

ROBERT SMITH

Military Police Sergeant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Reliable Sergeant with BS in Criminal Justice and background in Police, Corrections/Communications with 24 years of experience in working with and training others in Law Enforcement and further working and training correctional Officers and Emergency Dispatchers.

CORE COMPETENCIES

Excel, Accounting, Bookkeeping, Customer Service Skills, Problem Resolution, General Office Skills, Report Preparation, Management, Finance, Powerpoint, Word, Training & Development.

PROFESSIONAL EXPERIENCE

Military Police Sergeant

ABC Corporation - December 1991 – April 2001

Key Deliverables:

- Supervise and coordinate the investigation of criminal cases, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations.
- Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records.
- Explain police operations to subordinates to assist them in performing their job duties.
- Cooperate with court personnel and officials from other law enforcement agencies and testify in court as necessary.
- Review contents of written orders to ensure adherence to legal requirements.
- Investigate and resolve personnel problems within organization and charges of misconduct against staff.
- Direct collection, preparation, and handling of evidence and personal property of prisoners.

Police Sergeant

ABC Corporation - 1988 – 1991

Key Deliverables:

- Actively patrolled assigned areas to prevent and detect crimes.
- Enforced all traffic laws and ordinances and checked speed with radar.
- Issued warnings and citations for traffic violations.
- Responded immediately to calls involving automobile accidents and criminal activity.
- Apprehended suspects read Miranda Rights and transported offenders to jail.
- Talked regularly with citizens to establish rapport and become a familiar presence in the area.
- Trained in investigations department.

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EDUCATION

- Bachelor of Science in Criminal Justice - (Almeda University)