ORLANDO A. GARCIA
40 Amsterdam Avenue apt 7-F
New York, NY, 10023
718-753-9897
OGarcia8821@gmail.com

SUMMARY OF QUALIFICATIONS:
- ➢ Ability to work professionally and calmly in a fast paced environment
- ➢ Over three years of law enforcement experience working within a city police department
- ➢ Ability to work both independently and with a diverse team
- ➢ Capable of multi-tasking and meeting deadlines in a timely fashion
- ➢ Bilingual, fluent in English and Spanish
- ➢ Proficient in all Microsoft Offices

EDUCATION:
Monroe College, Bronx, NY
Bachelor of Science, expected April 2015
Major: Criminal Justice

Associate of Science in Criminal Justice, granted December 2013

Certifications: Over 30 Federal Emergency Management Agency certificates

Honors/Awards: Deans List- Winter 2013, Spring 2014, Summer 2014

EXPERIENCE:
Jeffrey Zeichner Attorney at Law, Bronx NY April 2015- Present
Intern
- File summonses and complaints
- Sit in on disposition's with Lawyers
- Fax, file, and scan documents
- Answer phones
- Travel to and from court obtaining necessary documents.

Project Happy, Manhattan NY October 2014-December 2014
Assistant Counselor- Intern
- Supervise and monitor autism children ages 12-13 years old
- Escort children to educational and recreational activities onsite
- Document any injuries or incidents that may occur
- Shadow social work during support groups
- Enforce all safety policies and procedures

New York Police Department, New York, NY July 2006- September 2007
Police Officer
- Patrolled community in sector car
- Apprehended criminals and transported to central booking.
- Interacted with community
- Issued summons for violations
- Utilized statewide databases for information and arrest purposes

New York Police Department, New York, NY April 2003- April 2006
Police Cadet
- Participated in police ride along
- Learned arrest and booking procedures
- Acquired knowledge of law enforcement policies and procedures
- Assisted the general public at the police department lobby window

References:
Available upon request.