

**ORLANDO A. GARCIA**

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New York, NY, 10023

718-753-9897

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**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.