**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.