**First Name Last Name**

120 Walton Avenue, Apt. 2B Bronx, NY 10451 ⎜ 718.423.1111 ⎜ email@gmail.com

**Summary**

Dynamic professional with Police Academy Training, volunteer experience as a Police Auxiliary Officer and more than three years of experience in security operations. Proven track record of executing strategies that exceed client and employee expectations while ensuring compliance with diverse policies. Keen grasp of ethics, security, and law enforcement as well as cross-functional leadership. Leverage strong analytical, collaborative, and decisive leadership to direct multifaceted critical projects.

**Highlights**

* Bilingual in English & Spanish
* Excellent communication skills
* Arrest techniques
* Fingerprinting
* Investigative skills
* Background checks
* Patrol procedures
* Surveillance expert
* Miranda rights expert
* Calm under pressure

**Experience**

**Emergency Management** New York, NY

Police Auxiliary 01/15-Present

* Screen and issue security badges to visitors for access to the building.
* Provide assistance during emergencies and large-scale special events.
* Enforce traffic regulations and maintain crowd-control during functions.
* Maintain uniform and equipment in accordance with police department policies, procedures and directives.

**Partners for Electrical Wiring** New York, NY

Security Operations Support Technician 06/13-01/15

* Partnered with director of security operations support unit to update automated systems.
* Guaranteed business objectives were aligned with electric reliability corporation (NERC) regulations.
* Served as key contributor of technical documents to develop a sabotage and event reporting training program.
* Prepared drafts of daily situation reports for management committee.

**Tavern on the Green** New York, NY

Security Guard 06/11-05/13

* Detected suspicious activities and watched for criminal acts and rule infractions.
* Responded quickly to medical emergencies, bomb threats and fire alarms.
* Wrote reports on property damage, theft, presence of unauthorized persons and unusual occurrences.
* Continuously monitored security cameras and fire, building and alarm systems.
* Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

**Education**

**Hostos Community College/CUNY** Bronx, NY

A.S. Degree: Police Science June 2015

**ACME Police Institute Academy**  New York, NY

Police Academy-Basic Course (Intensive) June 2016