First Name Last Name

Phone: | Email:

Address: City, State, Zip Code

# EDUCATION

Hostos Community College/CUNY, Bronx, NY

A.S. Degree in Police Science, Expected Graduation: June 2017

**American Academy of CPR & First Aid, Inc**., New York, NY

CPR/First Aid Certified, June 2017

# COURSES

Introduction to Police Studies, Police Organization, Role of Police in the Community, Corrections and Sentencing

Criminal Justice Workshop, Law and Social Change, Law & Evidence, Constitutional Law

# EXPERIENCE

**Monroe College** Bronx, NY

Campus Security Officer 12/15-Present

* Promote lawful behavior and protect the welfare of students, faculty, and staff.
* Perform foot/vehicle patrols to monitor behavior, secure property, investigate disturbances, and enforce regulations.
* Respond to emergencies, provide first aid, and alert additional police or emergency personnel.
* Maintain radio communication with safety personnel and officers on campus to coordinate emergency plans.
* Document and submit incident reports to public safety supervisors or law enforcement agencies as appropriate.
* Report suspicious behavior, monitor alarm systems, and respond to alerts.

Bronx Emergency Communications New York, NY

911 Operator 06/13-12/15

* Operated a multi-line telephone system, alerting system, and TDD system for the deaf and hearing impaired.
* Determined level of priority of calls and entered data into a computer-aided dispatch system for radio dispatch purposes.
* Performed emergency medical dispatch and crisis intervention services.
* Received and responded to a variety of emergency and non-emergency services and complaints.
* Actively sought and provided solutions and resources to assist with callers in crisis.

**YMCA** New York, NY Head Lifeguard 11/12-06/13

* Supervised lifeguards and monitored swimmers/pool area.
* Resolved residents’ concerns about pool regulation and staff.
* Reported disruptive behavior to supervisor and removed non-compliant individuals from premise.

**Jefferson Houses** New York, NY

Administrative Assistant 02/11-07/12

* Greeted visitors and responded to telephone and in-person requests for information.
* Photocopied documents, sent faxes and handled all incoming and outgoing correspondence.
* Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
* Maintained the front desk and reception area in a neat and organized fashion.

# PROFESSIONAL SKILLS

* Knowledge of fire department operations, management, and leadership functions.
* Skillful communicator with excellent interpersonal, oral and written presentation skills.
* Critical thinker with strong analytical skills.