

NAME

Cell: Number

Address

Home: Number

City, State, Zip

E-mail:

OBJECTIVE

To obtain a position as a Public Safety Officer that utilizes my education, skills and experience to their maximum potential.

SKILLS AND QUALIFICATIONS

~Team Player

~Excellent Problem Solver

~Self-Starter

EDUCATION

Southwestern Illinois College, Belleville, Illinois

May 2008

Associate in Applied Science--Administration of Justice

GPA 4.0/4.0

RELATED COURSEWORK

- Introduction to Administration of Justice
- Policing: Methods and Ethics
- Introduction to American Government
- Rules of Criminal Evidence
- Criminal Investigation/Case Preparation
- Police Administration
- Juvenile Delinquency
- Criminal Law
- First Responder EMS
- Police Report Writing

INTERNSHIP

Southwestern Illinois College, Belleville, Illinois

Spring 2005

Public Safety Intern

- ~Enforced applicable policies, regulations, and laws.
- ~Regulated activities for the general public and college visitors.
- ~Protected the property from fires, theft, vandalism, trespassing, and other hazards.
- ~Reviewed daily log and investigated incidents that occurred during work shift.

WORK EXPERIENCE

Pizza Hut, Belleville, Illinois

June 2002 to Present

Manager

- Supervise and schedule fifteen employees.
- Manage budget, reconcile accounts and corporate reporting.
- Open and close restaurant, nightly security check.
- Inventory, order supplies and restock.