

**NAME****Cell: Number****Address****Home: Number****City, State, Zip****E-mail:**

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**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.