

EXAMPLE OF A PUBLIC SAFETY RESUME

Eddie Eagle

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EDUCATION

Associate in Science, **Criminal Justice Technology**
Tallahassee Community College
GPA: 3.5

August 2022
Tallahassee, FL

WORK EXPERIENCE

Emergency Response Team

Emergency Dispatcher

Tallahassee, FL
02/2022 to Present

- Dispatch over 500 police, firefighters, or medical personnel as needed and appropriate for emergency response
- Prioritize, organize, and dispatch calls by importance and urgency
- Compile and present data and analysis trends to supervisor to demonstrate local emergency needs

ABC Company

Office Assistant

Tallahassee, FL
02/2022 to 02/2023

- Attended weekly department meetings, recorded minutes of each meeting, and emailed directors meeting summaries with accurate record keeping
- Greeted and assisted clients, and managed appointments for company directors
- Organized files, maintained documentation, and troubleshoot client concerns within a timely manner

SKILLS

- Analytical thinking
- Social Science Theory
- Data analysis
- Record-keeping
- Legal knowledge
- Team-oriented

VOLUNTEER EXPERIENCE

Volunteer, Tallahassee Police Department

Community Police Volunteer

Tallahassee, FL
08/2021 to 08/2022

- Assisted police officers with natural disasters, non-emergency and emergency calls, and shadowed patrol efforts
- Monitored CCTV, prepared analysis documents, and assisted with book-keeping efforts
- Joined community events that promoted safety committees, supporting youth, and engaged the community with police support

Mentorship, Big Brother Big Sisters of the Big Bend

Mentor/Big Brother

Tallahassee, FL
05/2019 to 03/2021

- Met regularly with little brother to provide guidance, motivation, and inspiration that leads to improved daily quality of life and encourages better academic performance
- Acted as a responsible role model, attended activities and meetings consistently, and provided tutoring as needed
- Attended training and events through Big Brother and Big Sisters of the Big Bend