Robert Smith

Desk Sergeant/Representative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To ensure that all staff assigned to platoon are properly trained to respond to all security, medical, laboratory and fire emergencies. Maintain and safeguard equipment essential to the efficient operation of the Department. Communicate effectively and clearly with staff and visitors in a professional manner. Demonstrate a high level of ethics and maintain a professional appearance.

WORK EXPERIENCE

Desk Sergeant/Representative

ABC Corporation - March 1991 – March 1992

Responsibilities:

- Entered data into a computer-generated blotter for dispatch and report purposes continuously update information in the blotter as it was received from responding personnel.
- Entered and modified information into local, state and national computer databases.
- Monitored and operated radio console and computer equipment.
- Accessed the National Crime Information Center to obtain information regarding, but not limited to, offenders criminal history, driving history and vehicle ownership information.
- Conducted Interstate Index Information checks on subjects for arrests, criminal investigations, and employment checks.
- Held secret security clearance in good standing to perform daily tasks.
- Monitored funds, munitions, sensitive area alarms, flight line surveillance camera systems.

Desk Sergeant

Delta Corporation - 1988 – 1991

Responsibilities:

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SKILLS

Microsoft Office, Security Administration, Team Leadership.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Associate of Arts in Associate - (New Mexico State University - Alamogordo)

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