ROBERT SMITH

Emergency Dispatcher

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

1 year volunteer experience 6 years experience in customer service 3 years experience in leadership and management 2.5 year experience in sales 2 years working in high pressure, quota driven sales 1 year business to business sales 1 year in business technology sales & communication Energetic, enthusiastic, high emotional intelligence in the workplace Effective and Intuitive Communicator in professional settings.

CORE COMPETENCIES

Emergency Management, Security Operations, Law Enforcement Support Services, Non-profit Administration, Websites, Pro Se Litigation, Research, Team Building, Customer Service.

PROFESSIONAL EXPERIENCE

Emergency Dispatcher

ABC Corporation - December 2006 – August 2010

Key Deliverables:

- Provide public service and mutual aid to surrounding communities.
- Prioritize incidents and identify hazards, Follow strict policy and procedure.
- Make critical decisions in the absence of supervision.
- Dispatch and provide instruction to emergency responders, Operate sophisticated radio communications equipment and alarm monitoring systems.
- Author and broadcast messages on the National Law Enforcement Teletype System.
- Utilize computer databases to enter, edit, compile, and disseminate law enforcement information.
- Maintain local master files and document incidents.

Emergency Dispatcher

ABC Corporation - 2005 – 2006

Key Deliverables:

- Question callers to determine their locations, and the nature of their problems to determine type of response needed.
- Determine response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.
- Enter, update, and retrieve information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles.
- Requires critical listening, critical thinking, and quick decision making skills.
- Provide emergency medical instructions to callers.
- Certified Training Officer.
- Train and evaluate new dispatch employees.

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Emergency Dispatcher

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- B.A. in Jurisprudence / Legal Studies - 2016(California University of Pennsylvania - California, PA)

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**