Radio Dispatcher

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Results-driven, achievement oriented, and self-directed management Radio Dispatcher professional, highly effective diagnosing key issues and solving complex operational problems within multi-agency, mid-tier & rapidly growing, fast-paced enterprise environments.

Skills

Microsoft Office, Analyzing Skills, Organizing Skills.

Work Experience

Radio Dispatcher

ABC Corporation - April 2000 – February 2000

- Received over 200 emergency and non-emergency calls on a daily basis.
- Maintained database of response activity for approximately 100 officers and personnel.
- Gathered, received, analyzed, and transmitted data to request emergency services.
- Transmitted messages between callers at the scene of the emergency.
- Used a multi-phone line to conduct emergency and non-emergency services.
- Responsible for the safe transport of dignitaries to and from a secure location.
- Provided administrative support for the office of 25 people.

Radio Dispatcher

Delta Corporation - 1995 – 2000

- Part-Time Only) Duties - Telephone operations including 911 calls - Dispatched officers to problem locations - Data Entry into NCIC - Data entry.
- Dispatch calls to Officers over the radio Monitor cameras in the cell blocks Computer input and light typing Answer telephone and assist the public.
- In charge of dispatching security officers to calls within the park in a calm professional manner.
- Successfully graduated from the academy, gained the trust of officers, and was able to work in different areas of the jurisdiction.
- Entered and updated customers information into the systems database.
- Dispatch Police call over the Local and County radios at the Substation for citizens assistance & emergency calls.
- Log new Cases and Assign Case Numbers for the Golden Beach Police Department, answer phone calls from residents, and other law enforcement agencies.

Education

High School Diploma

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines