

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

Emergency and Disaster Management

Motivated and compassionate individual with a solid educational foundation in emergency and disaster management and experience providing disaster services. Strong knowledge of safety procedures, emergency evacuations, and community relations. Ability to coordinate diverse teams, manage multiple priorities, and support community preparedness and resilience efforts. Fluent in Spanish, Polish, and English, enhancing communication and outreach within multicultural communities.

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Emergency and Disaster Management Degree Expected December 20xx

RELEVANT COURSEWORK

Emergency Management	Geospatial Technologies
Hazard Analysis and Mitigation	Mastering Drone Flight: Essential Skills and Technologies
Ideologies of Terrorism	Public Information, Education and Community Relations
Social Dimensions of Disaster	Community and Public Health
Incident Management Systems	Leadership, Influence, Decision Making and Problem Solving

SKILLS

Microsoft Word, Excel, PowerPoint

Fluent in Spanish, Polish and English

PRACTICUM EXPERIENCE

AMC Medical Community Center, Schaumburg, IL

Practicum April 20xx – Present

- Learn and apply knowledge of security and safety procedures involved in safeguarding faculty, staff, patients, visitors, and property
- Prepare and present workshop on handling emergency evacuations
- Attend safety-related training
- Patrol center with supervisor for fire and safety hazards and report unusual conditions and malfunctioning equipment
- Assist in conducting fire and other security drills

WORK EXPERIENCE

Walmart, Buffalo Grove, IL

Stocker / Inventory Associate December 20xx – Present

- Stock sales floor shelves neatly and accurately
- Greet customers and answer their questions
- Manage inventory in backroom
- Unload delivery trucks and prepare merchandise for stocking on sales floor

VOLUNTEER EXPERIENCE

American Red Cross, Arlington Heights, IL

Disaster Services Volunteer May 20xx – Present

- Respond to local disasters by answering calls and providing referrals to disaster clients
- Provide items such as food, shelter, and clothing
- Assist individuals who have lost medical equipment and medications due to disaster