

## **SAMPLE STUDENT**

Hoffman Estates, IL 60169

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## **COMMUNITY SERVICE OFFICER**

Dedicated professional with exceptional communication and customer service skills. Strong knowledge of community policing, patrol and criminal procedures, and investigative processes. Experience in security operations, enforcing regulations, responding to emergencies, and participating in violence prevention initiatives. Ability to exercise discretion, use sound and reasonable judgment, and maintain confidentiality while following all guidelines and procedures.

### **EDUCATION**

Harper College, Palatine, IL

**Associate in Applied Science -**

**Law Enforcement and Justice Administration**

Expected December 20xx

#### **Relevant Coursework**

Patrol Procedures

Community Policing

Investigative Process

Crisis Intervention

Criminal Procedures

Communication in Law Enforcement

Northern Illinois University, DeKalb, IL

**Bachelor of Arts - Accounting**

May 20xx

### **PROFESSIONAL EXPERIENCE**

**Security Officer**

November 20xx to Present

AJG Property Solutions, Chicago, IL

- Enforce security regulations to provide safe and secure environment for company and watch and report unusual events in assigned areas
- Identify unsafe conditions and property improperly secured and create plans to eliminate problems
- Participate in violence prevention programs and investigations training
- Respond to medical emergencies and connect with proper agencies

**Bookkeeper**

January 20xx to October 20xx

Midlake Accounting Firm, Schaumburg, IL

- Operated computers using accounting software to record, store, and analyze information
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Classified, recorded, and summarized numerical and financial data to compile and keep financial records, using journals, ledgers, or computers

### **VOLUNTEER EXPERIENCE**

Boys and Girls Club of America, Elgin, IL

September 20xx to Present

American Red Cross, Arlington Heights, IL

June 20xx to Present

### **ACTIVITIES**

Harper College, Palatine, IL

Law Association Club, Member

January 20xx to May 20xx

Campus Activities Board, Member

August 20xx to May 20xx