

SAMPLE STUDENT

Palatine, IL 60067

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Emergency and Disaster Management

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science,

Emergency and Disaster Management Degree

Expected December 20xx

Relevant Coursework

Hazard Analysis and Mitigation

Hazardous Materials

Incident Management Systems

Fire Behavior and Combustion

Emergency Services Safety

Ideologies of Terrorism

Geographic Information Systems

Crisis Exercise Design and Evaluation

EXPERIENCE

AMC Medical Community Center, Schaumburg, IL

Practicum

April 20xx to Present

- Learn security and safety procedures involved in safeguarding of 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

Walmart, Buffalo Grove, IL

Stocker/ Inventory Associate

December 20xx to Present

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

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint

Fluent in Spanish, Polish and English

VOLUNTEER EXPERIENCE

American Red Cross, Arlington Heights, IL

Disaster Services Volunteer

May 20xx to Present

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