

## **SAMPLE STUDENT**

Palatine, IL 60067

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## **POLICE, FIRE OR AMBULANCE DISPATCHER**

### **CERTIFICATIONS**

Law Enforcement Agencies Data Systems (LEADS) Practitioner Certification

July 20xx

CPR Certification – American Heart Association

May 20xx

### **EDUCATION**

Harper College, Palatine, IL

Public Safety Dispatcher Certificate

June 20xx

### **SKILLS**

- Operate equipment utilized by telecommunicators in public safety field
- Strong active listening, speaking and problem-solving abilities
- Knowledge of policies, procedures and strategies to maintain public safety and security
- Proficient in Microsoft Word, Excel and PowerPoint
- Bilingual: Spanish / English

### **WORK EXPERIENCE**

#### **Sales Assistant**

May 20xx to Present

Macy's, Schaumburg, IL

- Greet and provide top-notch customer service by offering sales and fashion knowledge of stock and current trends.
- Open and close registers including counting money and tallying checks, credit sales and cash with accuracy and efficiency.
- Cross-sell items that coordinate together to provide fashion ideas to customers and build strong customer base and referral sources.
- Organize department to make sure merchandise is properly displayed and accessible to customers to increase attractiveness of sales floor.
- Assist co-workers with ringing up sales and packaging purchases to promote team work and collaborative spirit.

### **VOLUNTEER EXPERIENCE**

Boys and Girls Club of America, Elgin, IL

March 20xx to Present

- Mentor to young adults to inspire and enable all to realize their full potential as productive, responsible, and caring citizens

### **ACTIVITIES**

Harper College, Palatine, IL

Campus Activities Board

August 20xx to May 20xx