

**CHRIS SHAH**  
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## OBJECTIVE

Position as a **Community Service Officer**

## EDUCATION

Harper College, Palatine, IL  
Associate in Applied Science - Law Enforcement and Justice Administration  
Expected September 20xx

### Relevant Coursework

Patrol Procedures	Community Policing	Investigative Process
Traffic Enforcement & Investigation	Criminal Procedures	Vice & Drug Control

Northern Illinois University, DeKalb, IL  
Bachelor of Arts, Accounting  
May 20xx

## WORK EXPERIENCE

**Security Officer** 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 that is improperly secured and create plans to eliminate problems
- Participate in violence prevention programs and investigations coursework
- Respond to medical emergencies and connect with proper agencies

**Bookkeeper** 20xx to 20xx

Midlake Accounting Firm

- 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 and ledgers or computers

## VOLUNTEER EXPERIENCE

Boys and Girls Club of America, Elgin IL 20xx to Present

American Red Cross, Arlington Heights, IL 20xx to Present

## ACTIVITIES

Harper College – Law Association Club - Member 20xx

Campus Activities Board, Member 20xx