

MIKIBEN SANCHEZ

4033 Cedar Drive
Palatine, IL 60067
847.555.1212

msanchez@gmail.com

www.Linkedin.com/msanchez

CAREER OBJECTIVE

Public Safety Dispatcher seeking a position as a **Police, Fire or Ambulance Dispatcher** in the public or private safety sectors

EDUCATION

Harper College, Palatine, IL

Public Safety Dispatcher Certificate

June 20xx

CERTIFICATIONS

Law Enforcement Agencies Data Systems (LEADS) Practitioner Certification

CPR Certification – American Heart Association

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

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

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, Campus Activities Board

20xx