
GENERAL INVESTIGATOR RESUME

Summary:

A professional who had extensive experience in gathering facts and collecting evidences to be compiled and utilized for criminal cases; has been assigned to handle tasks geared in controlling specific types of crime; has conducted interviews, examined records, observed activities, whereabouts, behavior of suspects, and participated in arrests and raids; has been involved in doing investigations for heinous crimes and fraud; has conferred with attorneys regarding requirements for investigation; kept attorneys annotated and informed regarding developments in the impending investigation; has provided the court with current and accurate information and did additional research to strengthen the case at hand

Professional Experience:

Associate Investigator January 2007 – Present
G4S Compliance & Investigations, Albany, NY

Responsibilities:

- Analyzed and planned investigations related to filings, complaints and other matters received, including a determination of books, records and documents needed by the lawyers
- Assisted with carrying out investigations by way of written inquiries, fundamental data analysis and assisting with the interrogation of the involved eye witnesses
- Effectively communicated with members of the public, organizations and other member organizations by sending correspondences and by having courtesy calls and forums to confirm results of investigations and hearings
- Completed investigations, by collating facts, collecting further data and other details of investigation to be consolidated in one report

Bank Investigator – Borders May 2004 – December 2006
Hancock Bank, Albany, NY

Responsibilities:

- Developed claims to recover losses from specific policies, personnel, or financial institutions
- Provided litigation support and assisted in criminal investigations
- Gathered records, reviewed documents, identified potential criminal activity, and documented known facts
- Analyzed professional liability claims, researched and obtained materials necessary for criminal hearing
- Reviewed payment histories and fund sources, handled corrections and balanced outstanding loans which imputes of both principal and accumulated interests
- Gathered evidences and did investigative processing by utilizing necessary business information and financial reporting systems, accounting and auditing standards and procedures
- Traced disbursements and receipts of funds, developed reports in support of relevant observations and important findings
- Reviewed borrower deposit accounts and institution records

Field Investigator February 1999 – May 2004
Liberty Mutual, Albany, NY

Responsibilities:

- Analyzed and planned investigations related to filings, complaints and other matters received, including a determination of books, records and documents needed by the lawyers
- Assisted with carrying out investigations by way of written inquiries, fundamental data analysis and assisting with the interrogation of the involved eye witnesses
- Effectively communicated with members of the public, organizations and other member organizations by sending correspondences and by having courtesy calls and forums to confirm results of investigations and hearings
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Bank Investigator – Borders May 2004 – December 2006
Hancock Bank, Albany, NY

Education:

Masters of Science Degree in Criminal Justice, University of Iowa, IA, 1999
Bachelors Degree in Criminal Justice, Rockefeller University, NY, 1997

Skills:

- Proficient in handling firearms, surveillance and/or undercover operations
- Knowledgeable in the existing laws, rules, regulations, policies, procedures, processes, methods, and techniques
Good at gathering information, persons and/or property
- Investigative, strategic and administrative skills
- Knowledge of general criminal and/or civil laws and law enforcement
- Knowledge of departmental rules, regulations, and policies governing investigative work activities
- Knowledge of criminal and/or civil justice procedures and processes
- Knowledge of the methods and techniques of criminal and/or civil law violation investigation
- Knowledge of court decisions applicable to assignment

Awards and Affiliations:

American Association of License Investigator, Member
American Investigations Council, Member

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