
Police Administration Resume

Job Objective

To obtain Police Administrator position with reputable company in search of a skilled and dedicated employee.

Highlights of Qualifications:

- Extensive experience with general office practices
 - Huge knowledge of modern office practices, procedures and equipment
 - Proficiency with computers and MS Office
 - Ability to deal with public and manage timelines
 - Ability to coordinate Police Department with other City Departments and criminal justice agencies
 - Ability to manage confidential material and maintained profitable relations
-

Professional Experience:

Police Administration
San Francisco Police Department, Buffalo, PA
March 2005 – Present

Responsibilities:

- Handled public and answered questions.
- Coordinated with training officers with recruiting process.
- Maintained correspondence and formulated reports.
- Outlined travel vouchers and scheduled travel plans.

Police Administration
Los Angeles Police Department, Buffalo, PA
December 2000 – February 2005

Responsibilities:

- Managed and distributed incoming mail.
 - Aided chief's administrative aide with administrative duties.
 - Handled maintenance of confidential personnel files.
 - Regulated police divisions as required.
-

Education:

Bachelor's Degree in Police Administration
Davis College, Toledo, OH

[Build your Resume Now](#)