
Police Communications Officer Resume

Job Objective

Seeking an opportunity by filling a Police Communications Officer position to help the right organization boost productivity and benefits.

Highlights of Qualifications:

- Huge managerial experience in police force
- Solid knowledge of the National Crime Information Center (NCIC) database
- Outstanding knowledge criminal investigative procedures
- Proficient with Microsoft office suite and web-based software programs
- Excellent written and oral communications skills
- Strong ability to retain confidentiality of police reports
- Superior ability to carry out inquiries and tackle security issues effectively.

Professional Experience:

Police Communications Officer

Utmb, Chicago, IL

August 2005 – Present

- Worked closely with local emergency responders and general public.
- Dealt with hazardous materials and security issues.
- Responded to emergency and non-emergency situations on professional footing.
- Engaged external and internal agencies to ensure security of general public.
- Prevented crossing accidents through effective management of traffic.
- Ensured complete security of critical infrastructure in the region.

Police Communications Officer

Defense Logistics Agency, Chicago, IL

May 2000 – July 2005

- Managed security services efficiently.
- Responded to requests for fire and emergency medical services.
- Provided assistance to tackle criminal activities.
- Answered and responded to non-emergency and emergency calls.
- Deployed security personnel to provide security to general public.
- Operated and maintained various telecommunication equipment.

Education:

Bachelor's Degree in Communications

Oglethorpe University, Atlanta, GA

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