
Public Service Officer Resume

Job Objective

Seeking employment as a Public Service Officer in a position with an established organization.

Highlights of Qualifications:

- Huge knowledge of basic report writing and preparation
 - Sound knowledge of modern office procedures, methods and computer equipment
 - Outstanding knowledge of principles of crime prevention and crime analysis
 - Good interpersonal and public relation skills
 - Uncommon ability to maintain confidentiality in performance of duties
 - Amazing ability to maintain precise records and keep an accurate inventory of police equipment
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Professional Experience:

Public Service Officer
Mesquite, Phoenix, AZ
August 2005 – Present

- Maintained and deployed Crime Prevention Deployment Vehicles to various locations throughout the City.
- Maintained fleet and inventory for all police vehicles.
- Ensured radio maintenance and inventory control for police radios.
- Performed crime analysis to assist in making recommendations on the most effective placement of police resources.
- Handled public inquiries.

Public Service Officer
Baylor Health Care System, Phoenix, AZ
May 2000 – July 2005

- Provided information and assistance to patients, visitors, employees, and staff.
 - Patrolled areas to detect security, safety and fire hazards.
 - Secured buildings.
 - Enforced parking regulations.
 - Controlled access to buildings and parking lots.
 - Responded to calls for service.
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Education:

Bachelor's Degree in Social Work
Mountain State College, Parkersburg, WV

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