
Reserve Officer Resume

Job Objective

A successful Reserve Officer seeking a position with organization needing someone with the experience, drive and ability to aid in helping the organization achieve their goals.

Highlights of Qualifications:

- Excellent analytical and organizational skills
 - Good time management and organizational skills
 - Strong computer skills and communication skills
 - Proficient in MS Office suite; MS Word, PowerPoint, Excel, and Outlook
 - Outstanding ability to prioritize and perform multiple tasks
 - Remarkable ability to work with all level of employee
 - Uncommon ability to maintain a high degree of confidentiality
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Professional Experience:

Reserve Officer
Security Forces, Wausau, WI
August 2005 – Present

- Prepared reports on reserve position for management.
- Reviewed financial statements to determine reserve needed.
- Directed purchase, sale, and redemption of bonds and securities, and placement of collateral funds.

Reserve Officer
Michigan Municipal League, Wausau, WI
May 2000 – July 2005

- Reviewed the Reserve Officer Policy and Rules.
 - Developed program to train staff in the requirements of the tasks.
 - Trained licensed officers who are supervising reserve officers in their responsibilities and duties.
 - Documented all training and discipline given reserves.
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Education:

Bachelor's Degree in Criminal Justice
Rend Lake College, Ina, IL

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