

# Mary Wright

## **Objective**

A career in law enforcement.

## **Education**

Fall 2010 - Spring 2012, Master of Science Degree in Forensic Science, University of New Haven  
Applicable coursework: Advanced Investigation I & II, Advanced Crime Scene Investigation, Advanced Criminalistics I & II, Medicolegal Investigation of Death, Law & Evidence, Forensic Toxicology  
Fall 2006 - Spring 2010, Bachelor of Science Degree in Biology, Salve Regina University

## **Awards**

Presidential Academic Scholarship for Salve Regina University: Fall 2005 - Spring 2010  
Irene Ryan Theatre Competition Acting & Managerial Nominations: Spring '08, Fall '09, and Fall '11

## **Work Experience**

September 2015 – Present: Emergency Telecommunications Dispatcher

Cambridge Emergency Communications, Cambridge Police Department

Responsible for testing, monitoring, and operating police and fire signaling systems. Receives and processes police, fire, and EMS-related emergency calls using various national, state, and local protocols. Dispatches police, fire, EMS, and other emergency units and personnel as needed. Monitors and operates radio, computer, telephone, and other specialized equipment in support of public safety communications and dispatch functions. Takes teleserve police reports over the phone, and is responsible for continued training to maintain certifications in Emergency Medical Dispatch, CJIS, and CPR, as well as an extensive knowledge of the City of Cambridge streets and locations.

July 2013-September 2015: Laboratory Technician I

CODIS Collection and Investigative Unit, Massachusetts State Police

Responsible for collecting, receiving, processing, packaging, storing, transporting, and otherwise handling blood samples and rolled fingerprints taken from convicted offenders in accordance with established procedures. Schedules and arranges for the collection of biological samples. Receives telephone calls and/or written requests from law enforcement agencies and responds to such inquiries regarding the status of the collected blood samples. Completes data entry related to blood samples collected from convicted offenders which includes: entering, updating, revising, tracking and retrieving information from a computerized database.

May 2010 – July 2013: Temporary Office Assistant

Robert Half International - OfficeTeam, Burlington MA

Provide temporary assistance to offices of all types throughout northeastern Massachusetts. Extensive MS Office, reception, and communication skills required.

November 2012 – March 2013: Long Term Substitute Teacher

North Reading Public Schools, North Reading MA

Students with Severe Disabilities, Grades Pre-K to Grade 1. Responsible for daily care and management of eleven students and implementation of Individualized Education Programs.

April 2012 – November 2012: Shop Manager, The Body Shop

Independently managed shop staff, responsible for hiring/terminating employees, conducted employee evaluations, achieved shop goals and objectives, responsible for staff scheduling, ordering supplies, appointed team leader for weekly district-wide conference calls, executed monthly floor sets and sales promotions.

July 2011 – March 2012: Assistant Manager, The Body Shop

Key holder for three stores in Connecticut, provided training for multiple new hires throughout the district, trained to perform various store manager tasks in the absence of a manager.

May 2011 – August 2011: Intern, Connecticut State Police, Major Crime Unit

Assisted Troop L Detectives on Crime Van, collected evidence and reviewed cold cases.

September 2010 – May 2012: Assistant to University of New Haven Head of Communications Dept.

Responsible for departmental organization and leadership assisting Chair of Theatre Arts Department; Assistant Director for main stage productions

July 2006 – August 2009: Research / Administrative Assistant, Office Manager

The Isosceles Group, Boston MA

Prepared research assignments and conducted on-site fieldwork, as well as secretarial duties, including correspondence and invoice management.

**Volunteer Work and Leadership Positions**

Treasurer of SRU's Stagefright, a student run theatre club, Fall 2009 - Spring 2010

Student Director of SRU Improvisation Troupe, Fall 2009 - Spring 2010

March of Dimes, Newport and Providence, RI - Activities Coordinator Spring 2007

Masquers Club (Theatre) - Member 2002 - 2006, Construction and Publicity Crew Head 2004 - 2006, Vice President 2005 - 2006

McGlaughlin House, a home for adults with severe mental disabilities as a result of head trauma, 2005

**References**

Detective Lieutenant Brian Moore, Unit Commander – CODIS Unit, (508) 922-0593

Margret Hanley & Richard DiNitto, Principals, The Isosceles Group, (617) 330 - 2800

Jeffrey Moreau, Division Director, Office Team – Robert Half International, Inc., (781) 505-4020 ext. 60320

Lisa Feiman, District Manager, The Body Shop, (914) 588-6124

Sergeant Jeffrey Covello, Connecticut State Police, Troop L, (860) 866-8375