

OBJECTIVE

Advance my career to a first line supervisory Sergeants position where my level headed demeanor, quick thinking and attention to detail will be an asset.

SUMMARY

Dedicated, self motivated and resourceful, criminal justice professional with excellent verbal, community interaction, problem solving and risk mitigation skills. Able to work effectively in dangerous and stressful situations with meticulous attention to detail using the investigation process. Compassionate and persuasive officer willing to go beyond the call of duty to ensure public and fellow officer safety. Able to interact with a wide variety of socio-economic levels effectively. Consistent and verifiable record for excellence. Able to work effectively in individual and group settings. Three years experience in training new officers in applied law, policies and procedures. Over six years experience in first responder and patrol operations. Five years experience in office management, employee supervision and office accounting.

PROFESSIONAL EXPERIENCE

Somerville Police Department, Somerville, Massachusetts

Cutting edge, community based police department serving a diverse community of well over 80,000 individuals.

Field Training Patrol Officer

Responsible for training, guiding and mentoring probational officers once they have graduated a basic academy. Observing, evaluating and conveying departmental policies and procedures, city ordinances and acclimating new officers to the mission and community based policing style set forth by the department administration.

- Primary field training officer for 5 officers since 2015.
- Secondary field training officer for over 13 officers since 2012
- Designed and implemented a training guide for incoming station personnel.

Patrol Officer

Responsible for servicing emergency as well as non-emergency calls, proactive policing dispute remediation, strengthening community relations through daily non-emergency interactions.

- Department, Unit citation Metal awarded 2017
- Department, Life Saving Metal awarded 2016
- Expert marksman certified in semi-automatic pistol 2016
- Motor officer trained in Motorcycle operations and response since 2013

2015-Present

2011-Present

2011-2015

B. Stimpson & Son Movers Inc., Boston, Massachusetts

Intrastate moving and storage company providing moving and rigging services to commercial and residential customers in eastern Massachusetts.

Office Manager

Processed accounts receivable and prepared periodic audits using Quickbooks accounting software, Employee evaluations and new hire orientation, Processed payroll and crew schedules. Fleet maintenance oversight and DOT. Supervised heavy machinery rigging, Investigated accidents and injuries for proper company policy and law compliance and recommend corrective action, Customer complaint and damage remediation, New business contract negotiation and sales.

General Electric Company, Fairfield Connecticut	2000-2004
GE Infrastructure Sensing (formally GE Panametrics), Billerica, Massachusetts	2004-2004
GE Panametrics, Inc. (Formally Panametrics Inc.), Waltham, Massachusetts	2002-2004
Panametrics, Inc., Waltham, Massachusetts	2000-2002
Manufacturer and worldwide distributor of liquid and gas ultrasonic flowmeters, gas and oxygen	
analyzers and hygrometers for moisture and oxygen measurement.	

Laboratory Technician

Conducted research, purchasing, and testing functions for design engineers, Managed stock and inventory levels, Researched new parts and vendors, Bid out jobs for competitive cost saving machining, Reviewed engineering drawings for errors, Ran testing on new products, Set up and conducted high pressure, cryogenic and deviation tests.

Fidelity investments, Boston, Massachusetts	1999-2000	
Retail investment bank.		
Customer Service Representative Floor Supervisor	1999-2000	
Preformed Address changes, Pin resets, Assisted phone Representatives with Questions, con	ducted	
training classes.		
	1999-1999	
Customer Service Representative		
$\mathbf{T}_{1} = \mathbf{T}_{1} $		

Inbound phone triage. Providing customers with balances, transaction and distribution information, up to date market news and quotes, account feature explanation and literature request processing.

EDUCATION / TRAINING

Massachusetts Police training Council, Field Training Officer course Massachusetts Police training Council, Basic Officer training course

Associate Degree in Science, Business Administration, North Shore Community College, 1 Ferncroft Road, Danvers, Massachusetts 01923 Graduation Candidate: June, 2018.

SKILLS

Automotive Maintenance and Repair, Home Repair and Improvement. Proficient with Adobe Acrobat, Microsoft Office, Quickbooks accounting software, AutoCAD drafting software.