

MICHAEL KHOURY

March 11, 2020

Personnel Department
93 Highland Avenue
Somerville, Ma 02143

Re: Fire Captain

To whom it may concern;

I'm very interested in the captain's position that is currently open. With over eleven years of fire fighter experience, four years as a lieutenant, I can confidently say I can fulfill the duties of a fire captain. Fire captains need to make command decisions during all kinds of incidents. They also act as a liaison between the fire fighters under their command and the department administration. I am fully capable and enjoy doing both of these tasks.

During my time with the Somerville Fire Department I've been assigned to each type of apparatus both as a fire fighter and an officer. I've responded to numerous incidents ranging from simple medical aids to multiple alarm fires. I'm always enthusiastic and try to take advantage of new opportunities and new department training when they become available.

I look forward to hearing from you and taking the next step in the promotion process.

Thank you for your consideration.

Michael Khoury
Lieutenant

MICHAEL KHOURY

EXPERIENCE

Somerville Fire Department

Nov. 2008 – Current

Fire Lieutenant

- Graduate of the Massachusetts Fire Academy Class 183
- Emergency Medical Technician (Basic)
- First Responder Certification
- Fire Fighter I/II Certification
- HazMat Operational Level Certification
- Member of the Honor Guard
- Trench Rescue Certification
- Confined Space Rescue Certification
- Surface Ice Rescue Certification
- High Angle Rope Rescue Technician
- Structural Collapse Specialist
- Member of the Bicycle Team

Middlesex Sheriff's Office

Aug. 2004 – Nov. 2008

Correctional Officer/Deputy Sheriff

- Graduate of the MSO 31st Basic Training Academy
- MCJTC Reserve/Intermittent Academy Certification
- Maintain the Care, Custody, and Control of Inmates
- Emergency Medical Technician (Basic)
- OC Certification
- A.F.I.S.
- Baton Certification
- First Responder Certification
- Semi-Automatic Firearm Qualification
- Member of the Honor Guard
- N.C.I.C.

M.I.T. Department of Facilities

Sept. 1997 – Aug. 2004

Designer/CAD Operator

- Reconstructed drawings for 1998 - 2004 M.I.T. Commencement.
- Fulfilled the Secret Service's Ad-Hoc requests for CAD plans.
- Prepared Facility and Project drawings (CAD & scanned) for M.I.T. archive.
- Generated M.I.T. 3-Dimensional Campus Map.
- Assisted in construction of Campus wide Composite Map.
- Surveyed North West Campus for Space Management System Pilot.
- Maintained and modified all of the Institutions Architectural Floor Plans.

EDUCATION

Middlesex Community College

January 2020 – Current

Undergraduate

- Major: Fire Protection and Safety Technology

Somerville High School

May 1997

- High School Diploma.
- Outdoor Track, 2 years.

TECHNICAL SKILLS

- AutoCAD R2000i
- AutoCAD LT 97
- MS Office
- Google Chrome
- ArcGIS 8.2
- Autodesk View
- MS Outlook
- QED
- AutoCAD Map 2004
- Insite Cad Overlay
- MS Internet Explorer
- Windows XP, 7,8,10