# ROBERT SMITH

#### Asst. Police Dispatcher

Phone: (0123)-456-789 | Email: info@gwikresume.com | Website: Owikresume.com

#### SUMMARY

Obtain a position where can maximize customer service skills, quality assurance, technical support, and training experience.

#### CORE COMPETENCIES

Microsoft Office, Communications, Filing, Typing, Powerpoint, Publisher, Excel, Documentation.

#### PROFESSIONAL EXPERIENCE

#### Asst. Police Dispatcher

ABC Corporation - June 2004 - November 2007

#### Key Deliverables:

- Operated communication equipment to receive incoming calls for assistance and dispatched personnel and equipment to some of emergency.
- Operated telephone console to receive incoming calls for assistance.
- Questioned callers to determine nature of problem and type and number of personnel and equipment needed, following established guidelines.
- Scanned status charts and computer screen to determine units available.
- Operated two-way radio to dispatch police, fire, medical and other personnel and equipment and to relay instructions or information to remove units.
- Typed commands on computer keyboard to update files and maintain logs.
- Tested communications and alarm equipment and backup systems to ensure serviceability.

#### Police Dispatcher

City Of Bellevi - 2001 - 2004

#### Key Deliverables:

- Responsible for receiving, evaluating, and dispatching all incoming calls to include emergency 911 calls.
- Certified in CPR and EMD.
- Perform data entry and maintain record of responses.
- Developed a training program and manual to address department needs.
- Certified to train new communications personnel on department policies and procedures.
- Monitored security cameras; responsible for building security; screen all incoming personnel and guests at the station and parking lot.
- Compiled a variety of statistical and periodic reports as assigned by the shift supervisor.

#### EDUCATION

High School Diploma - (Moises E. Molina High School)

# **Police Dispatcher Emergency Training Manual**

United States. National Highway
Traffic Safety Administration

#### **Police Dispatcher Emergency Training Manual:**

Manpower Development: Education and Training; [a Bibliography.]. William Eugene Tarrants, 1978 The Protection Officer Training Manual IFPO,2003-09-26 This revised edition retains the exceptional organization and coverage of the previous editions and is designed for the training and certification needs of first line security officers and supervisors throughout the private and public security industry Completely updated with coverage of all core security principles Course text for the Certified Protection Officer CPO Program Includes all new sections on information security terrorism awareness **Emergency Medical Technician - Dispatcher; Training Course** U.S. Department of and first response during crises Transportation, 1972 Manpower Development: Education and Training. Revised Edition William Eugene Howdunit Book of Police Procedure and Investigation Lee Lofland, 2007-08-08 Not everything you Tarrants.1980 see on your favorite crime show is accurate In fact a lot of it is flat out wrong Police Procedure Investigation helps you get your facts straight about the inner workings of law enforcement With a career in law enforcement that spanned nearly two decades author Lee Lofland is a nationally acclaimed expert on police procedures and crime scene investigations who consults regularly with best selling authors and television producers Now you can benefit from his years of experience with Police Procedure Investigation This comprehensive resource includes More than 80 photographs illustrations and charts showing everything from defensive moves used by officers to prison cells and autopsies Detailed information on officer training tools of the trade drug busts con air procedures crime scene investigation techniques and more First person details from the author about his experiences as a detective including accounts of arrests death penalty executions and criminal encounters Police Procedure Investigation is the next best thing to having a police detective personally assigned to your book

**Report No. FHWA-RD.** United States. Federal Highway Administration. Offices of Research and Development,1977

<u>A Subject Bibliography from Highway Safety Literature</u> United States. National Highway Traffic Safety

Administration,1978 Emergency Medical Services (EMS) ,1980 Emergency Medical Services Amendments, 1976 United States. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Health,1976 Talk in Action John Heritage, Steven Clayman,2011-09-23 Talk in Action examines the language identity and interaction of social institutions introducing students to the research methodology of Conversation Analysis Features a unique focus on real world applications of CA by examining four institutional domains calls to emergency numbers doctor patient interaction courtroom trials and mass communication Provides a theoretical and methodological overview of the roots of CA reviewing the main developments and findings of research on talk and social institutions conducted over the past 25 years Showcases the significance of this subject to everyday events making it ideal for students coming to the field for the first time Written by two leading figures in the field of Conversation Analysis Nelson Textbook of Pediatrics E-Book Robert M.

Kliegman, Bonita F. Stanton, Joseph St. Geme, Nina F Schor, 2015-04-17 After more than 75 years Nelson Textbook of

Pediatrics remains your indispensable source for definitive state of the art answers on every aspect of pediatric care Embracing the new advances in science as well as the time honored art of pediatric practice this classic reference provides the essential information that practitioners and other care providers involved in pediatric health care throughout the world need to understand to effectively address the enormous range of biologic psychologic and social problems that our children and youth may face Brand new chapters and comprehensive revisions throughout ensure that you have the most recent information on diagnosis and treatment of pediatric diseases based on the latest recommendations and methodologies Form a definitive diagnosis and create the best treatment plans possible using evidence based medicine and astute clinical experiences from leading international authors many new to this edition A NEW layout provides superior portability and exceptional ease of use Gain a more complete perspective Along with a broader emphasis on imaging and molecular diagnoses and updated references the new edition includes an increased focus on international issues to ensure relevance in pediatrics practice throughout the world Effectively apply the latest techniques and approaches with complete updates throughout 35 new chapters including Innovations in Addressing Child Health and Survival in Low Income Settings Developmental Domains and Theories of Cognition The Reggio Emilia Educational Approach Catatonia Refeeding Syndrome Altitude associated Illness Genetic Approaches to Rare and Undiagnosed Diseases Healthcare Associated Infections Intrapartum and Peripartum Infections Bath salts and other drugs of abuse Small Fiber Polyneuropathy Microbiome Kingella kingae Mitochondrial Neurogastrointestinal Encephalomyopathy Nonalcoholic Fatty Liver Disease Plagiocephaly CNS Vasculitis Anterior Cruciate Ligament Rupture and Sports Related Traumatic Brain Injury Recognize diagnose and manage genetic and acquired conditions more effectively A new Rehabilitation section with 10 new chapters including Evaluation of the Child for Rehabilitative Services Severe Traumatic Brain Injury Spinal Cord Injury and Autonomic Crisis Management Spasticity Birth Brachial Plexus Palsy Traumatic and Sports Related Injuries Meningomyelocele Health and Wellness for Children with Disabilities Manage the transition to adult healthcare for children with chronic diseases through discussions of the overall health needs of patients with congenital heart defects diabetes and cystic fibrosis Understand the principles of therapy and which drugs and dosages to prescribe for every disease FBI Law Enforcement Bulletin ,1990 Emergency Medical Services Instructor Training Program United States. National Highway Traffic Safety Administration, 1986

**Pediatric Emergency Medicine Secrets - E-Book** Steven M. Selbst, Jillian S. Savage DO FAAP, 2024-02-16 For more than 30 years the highly regarded Secrets Series has provided students and practitioners in all areas of health care with concise focused and engaging resources for quick reference and review Pediatric Emergency Medicine Secrets 4th Edition offers practical up to date coverage of the full range of essential topics in this dynamic field This highly regarded resource features the Secrets popular question and answer format that also includes lists tables pearls memory aids and an easy to read style making inquiry reference and review quick easy and enjoyable The proven Secrets Series format gives you the

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#### **Police Dispatcher Emergency Training Manual Introduction**

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