

Sample Student
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DIRECTOR OF EMERGENCY AND DISASTER MANAGEMENT

Emergency Management professional with proven success in emergency and crisis management and implementation. Adept at communicating complex crisis management strategies and procedures to professional and non-professional personnel. Expertise includes:

- Analytical and investigation skills
- Terrorism awareness
- Ability to handle security and life safety situations
- Knowledge of Occupational Health and Safety Administration (OHSA) guidelines

PROFESSIONAL EXPERIENCE

Safety, Security and Environmental Manager August 20xx to Present
Kraft Foods Group, Glenview, IL

- Prepare plans that outline operating procedures to be used in response to emergencies and disasters
- Consult with department managers on emergency preparedness practices and troubleshoot specific issues in their locations
- Develop liaisons with community agencies to facilitate plan development, response effort coordination and exchanges of personnel and equipment
- Organize disaster exercises to ensure teams are in compliance and response ready according to procedures
- Prepare and submit annual budget and negotiate contracts for safety, security and environmental expenses

Public Safety Coordinator February 20xx to July 20xx
AMC Medical Community Center, Schaumburg, IL

- Performed security and safety related functions involved in the safeguarding of faculty, staff, patients, visitors and property
- Responded to emergencies by requesting emergency assistance, obtaining necessary information and notifying appropriate personnel to give nature and location of incident
- Evacuated individuals from dangerous areas and secured buildings and areas in disaster situations
- Patrolled entire center for fire and safety hazards and reported unusual conditions and malfunctioning equipment
- Assisted in conducting fire and other security drills

EDUCATION

Harper College, Palatine, IL
**Associate in Applied Science,
Emergency and Disaster Management Degree**