**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](file:///D:\Resuumes%202019\www.linkedin.com\in\samplestudent)

**Emergency and Disaster Management**

Motivated and compassionate individual with a solid educational foundation in emergency and disaster management and experience providing disaster services. Strong knowledge of safety procedures, emergency evacuations, and community relations. Ability to coordinate diverse teams, manage multiple priorities, and support community preparedness and resilience efforts. Fluent in Spanish, Polish, and English, enhancing communication and outreach within multicultural communities.

**EDUCATION**

Harper College, Palatine, IL

**Associate in Applied Science, Emergency and Disaster Management** **Degree** Expected December 20xx

**RELEVANT COURSEWORK**

Emergency Management Geospatial Technologies

Hazard Analysis and Mitigation Mastering Drone Flight: Essential Skills and Technologies

Ideologies of Terrorism Public Information, Education and Community Relations

Social Dimensions of Disaster Community and Public Health

Incident Management Systems Leadership, Influence, Decision Making and Problem Solving

**SKILLS**

Microsoft Word, Excel, PowerPoint

Fluent in Spanish, Polish and English

**PRACTICUM EXPERIENCE**

AMC Medical Community Center, Schaumburg, IL

**Practicum**  April 20xx – Present

* Learn and apply knowledge of security and safety procedures involved in safeguarding faculty, staff, patients, visitors, and property
* Prepare and present workshop on handling emergency evacuations
* Attend safety-related training
* Patrol center with supervisor for fire and safety hazards and report unusual conditions and malfunctioning equipment
* Assist in conducting fire and other security drills

**WORK EXPERIENCE**

Walmart, Buffalo Grove, IL

**Stocker / Inventory Associate**  December 20xx – Present

* Stock sales floor shelves neatly and accurately
* Greet customers and answer their questions
* Manage inventory in backroom
* Unload delivery trucks and prepare merchandise for stocking on sales floor

**VOLUNTEER EXPERIENCE**

American Red Cross, Arlington Heights, IL

**Disaster Services Volunteer** May 20xx – Present

* Respond to local disasters by answering calls and providing referrals to disaster clients
* Provide items such as food, shelter, and clothing
* Assist individuals who have lost medical equipment and medications due to disaster