**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** August20xx 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**