

SONJI PATEL

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OBJECTIVE

Seeking a position in the field of **Emergency and Disaster Management**

EDUCATION

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

Expected December 20xx

RELEVANT COURSEWORK

Hazard Analysis and Mitigation
Hazardous Materials
Incident Management Systems
Fire Behavior & Combustion

Emergency Services Safety
Ideologies of Terrorism
Geographic Information Systems
Crisis Exercise Design & Evaluation

EXPERIENCE

AMC Medical Community Center, Schaumburg, IL
Practicum
20xx to Present

- Learn security and safety procedures involved in the safeguarding of 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

Wal-Mart, Buffalo Grove, IL
Stocker/ Inventory Associate
20xx to Present

- Stock sales floor shelves neatly and accurately
- Greet customers and answer their questions
- Manage inventory in the back room
- Unload delivery trucks and prepare merchandise for stocking on the sales floor

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint