

Kent Maxwell

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Wheaton, IL 60024

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SUMMARY

Dedicated and resourceful Firefighter-Captain with an excellent emergency response management record and safety regulation knowledge base. Extensive experience as a motivator and coordinator, able to focus the efforts of diverse groups to a common goal. Strong ability to direct a cohesive emergency response team with the highest degree of mutual respect and professionalism.

PROFESSIONAL EXPERIENCE

Firefighter - Captain

20xx to Present

Wheaton Fire Department, Wheaton, IL

- Utilize modern firefighting methods, fire prevention safety and suppression techniques, EMS and disaster preparedness in daily work and in leading training sessions
- Assist in overseeing operations of department including planning and directing recruitment activities, purchasing equipment and writing policies and procedures
- Manage accreditation requirements and participate in budgeting process
- Interact effectively with public, employees, unions, village officials and department team
- Develop initiatives to maintain department efficiency and responsiveness to community residents and businesses

Firefighter

Elgin Fire Department, Elgin, IL

20xx to 20xx

- Provided quick and immediate response to emergency calls including freeing people trapped in buildings, combating fires, using rescue equipment and performing first-aid before medical emergency services arrived
- Operated a variety of fire suppression tools and used rescue/protective equipment
- Conducted thorough checks on the sites where fires occurred
- Educated citizens and local businesses about measures to prevent fire outbreak in their homes and offices
- Monitored and maintained equipment used in fire and other emergencies to ensure immediate readiness

Education

Western Illinois University, Macomb, IL
Bachelor of Science in Fire Protection Services

20xx

Harper College, Palatine, IL
Associate in Applied Science, Fire Science Technology

20xx

Volunteer Activities

Boys and Girls Club of America, Elgin IL
American Red Cross, Arlington Heights, IL

20xx to Present

20xx to Present