

CHRIS SHAH
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OBJECTIVE

Position as a **Community Service Officer**

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science - Law Enforcement and Justice Administration Degree
Expected September 20xx

Relevant Coursework

Patrol Procedures	Community Policing
Traffic Enforcement and Investigation	Investigative Process
Criminal Procedures	Vice and Drug Control

Northern Illinois University, DeKalb, IL
Bachelor of Arts, Accounting
May 20xx

WORK EXPERIENCE

Security Officer 20xx to Present
AJG Property Solutions, Chicago, IL

- Enforce security regulations to provide safe and secure environment for company and watch and report unusual events in assigned areas
- Identify unsafe conditions and property that is improperly secured and create plans to eliminate problems
- Participate in violence prevention programs and investigations coursework
- Respond to medical emergencies and connect with proper agencies

Bookkeeper 20xx to 20xx
Midlake Accounting Firm, Schaumburg, IL

- Operated computers using accounting software to record, store, and analyze information
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Classified, recorded, and summarized numerical and financial data to compile and keep financial records, using journals and ledgers or computers

VOLUNTEER EXPERIENCE

Boys and Girls Club of America, Elgin IL 20xx to Present
American Red Cross, Arlington Heights, IL 20xx to Present

ACTIVITIES

Harper College, Palatine, IL
Law Association Club, Member 20xx
Campus Activities Board, Member 20xx