

CHRIS SHAH
1100 Palm Drive
Hoffman Estates, IL 60169
847.555.1212
chrisshah@gmail.com

OBJECTIVE

Position as a **Community Service Officer**

EDUCATION

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

RELEVANT COURSEWORK

| | | |
|-------------------------------------|---------------------|-----------------------|
| Patrol Procedures | Community Policing | Investigative Process |
| Traffic Enforcement & Investigation | Criminal Procedures | Vice & 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

- 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

ACTIVITIES

Harper College – Harbinger Newspaper, Sports Editor 20xx
Campus Activities Board, Member 20xx