

Jill Smith

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Summary

Manager / supervisor with eleven years experience seeks supervisory position utilizing strong organizational, planning, interpersonal, and communication skills.

Employment

123rd ARW, Medical Group, Name of Air Force Base, State

1994 - Present

Education and Training Manager (2003 - Present)

- Perform overall program management of the medical training department, which includes assessing and identifying training needs; coordinating personnel training programs and staff development programs; and designing new learning management systems.
- Develop action plans for employees to meet training goals and work with employees to ensure sufficient resources are available, including training material and examinations.
- Perform on site assessments to evaluate both work and performance and recommend corrections for any identified deficiencies.
- Develop training manuals, multimedia visual aids, reference library, and testing and evaluation procedures.

Assistant Fire Chief - Training (1999 - 2003)

- Routinely supervised 12 or more firefighters and oversaw training division.
- Managed, trained, supervised and disciplined personnel; assigned and prepared work schedules, established work standards; and evaluated employee performance.
- Conducted aircraft inspections, fire drills, and monitored and maintained inventory.
- Analyzed and resolved operational problems and recommend safety procedures.

Supervisor / Firefighter (1994 - 1999)

- Supervised and managed 12 or more firefighters.
- Oversaw departmental operations, including firefighting, hazardous material and emergency medical duties; developed procedures and directed department activities.

Police Officer, NAME OF COMPANY, Anytown, ST

2004 - 2005

- Performed routine peace officer duties including traffic enforcement and criminal investigations.
- Performed criminal history searches, vehicle checks, and other relate research.

Firefighter / EMT, NAME OF COMPANY, Anytown, ST

1999 - 2004

Firefighter / EMT, UNITED STATES AIR FORCE, Anytown, ST

1999

Firefighter / EMT, ANYTOWN INTERNATIONAL AIRPORT, Anytown, ST

1996-1999

- Member of fire suppression teams responding to fire, medical, confined space, and hazardous materials emergencies.
- Operated large fire apparatus, complex hydraulic equipment, and various specialized tools.
- Performed pre-incident planning of specialized facilities and inspected residential buildings.
- Performed pre-hospital care as an Emergency Medical Technician
- Inspected, tested and monitored communication and alarm systems.

Education / Certifications

Law Enforcement Certificate, NAME OF COLLEGE, Anytown, ST (2004)
B.A., Psychology, Governor's NAME OF COLLEGE, Anytown, ST (2002)
A.A., NAME OF COLLEGE, Anytown, ST (1998)

Certifications:

Certified Law Enforcement Officer (State of [state] 2005)
Certified Emergency Medical Technician (State of [state] 1996)
Department of Defense (DoD) Certified: Firefighter 1 & 2, Airport Firefighter, Driver Operator (Pumper, Aerial, Tanker, ARFF); Fire Instructor I, Fire Officer I, Fire Inspector I & II, Hazardous Materials Awareness, Operations & Technician, Telecommunicator I & II

Computer Skills: Windows 98, Windows XP, Microsoft Office, Excel, Lotus 123, Outlook, PowerPoint, Word, Works, Access; data processing, word processing, [state] LEADS & IWIN; keyboarding 40 wpm

Achievements / Awards

2005 – Global War on Terrorism Service Medal
2004 – Suburban Law Enforcement Academy, Anytown College
2002 – Who's Who of America's Colleges & Universities 2001-2002
2002 – National Dean's List 2001-2002
2002 – Military Professionalism Award, 126th Civil Engineering Squadron
2001 – Air Force Achievement Medal
1998 – Firefighter of the Year, 182 Air Lift Wing, Anytown, ST
1998 – Air Force Achievement Medal
1994 – National Defense Medal