

William R. Veteran

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You can use a table to highlight **Core Competencies** In MS Word:

1. Select "Insert" tab at top of page
2. Select Table/Insert Table

CORRECTIONS OFFICER

- Over 5+ years of experience in U.S. Marine Corps as a Military Police Officer
- Served as Platoon Commander for 60 Marine Corps Police Officers
- Awarded 2008 Outstanding Service Award at Safety Security Systems
- Confidential Security Clearance

Consider Creating **Career Titles** to highlight key accomplishments

This demonstrates leadership skills

CORE COMPETENCIES

- Safety Training
- Surveillance
- Community Events Security
- Crisis Management
- Emergency Preparedness
- Behavior modification
- Asset Protection
- Detailed Report Writing
- Team Leadership

For **Professional Experience**, focus should be on both job duties and the results of your work

PROFESSIONAL EXPERIENCE

California Department of Corrections, San Ysidro, CA January 2009-Present
Corrections Officer

- Supervise facility intakes, ensuring the use of proper safety and security regulations.
- Comply with security protocol by inspecting facilities and cells for any evidence of rules infractions
- Provide oral and written reports on inmate conduct and make necessary recommendations to senior staff

Safety Security Systems, San Diego, CA March 2007-December 2008
Security Officer

- Provided client asset protection, including the security of both property and 1000+ employees
- Implemented regulations for the site pertaining to personnel and visitors
- Inspected protection devices and fire control equipment to maintain successful operation

When describing your military experience use civilian language

United States Marine Corps, Camp Pendleton, CA May 2001-January 2007
Marine Corps Military Police Officer

- Enforced law and police regulations resulting in a 10% reduction in crime between 2003-2007
- Directed 60 member platoon in providing the safety and security to 10,000+ military and civilian personnel
- Conducted secure internment and resettlement operations for U.S. military prisoners.

EDUCATION & TRAINING

Ashford University, Clinton, Iowa May 2012
Bachelor of Arts, Law Enforcement Administration GPA: 3.8

U.S. Army, Fort Leonard, MO June-August 2001
Military Police Basic Officers Course

You may include your military education

AWARDS & RECOGNITION

SALUTE Veterans National Honor Society May 2011

Don't forget to list your student and professional associations