

# CLIENT'S NAME

Torrance, California 123456 □ 123.456.7890 □ [resumewriter@gmail.com](mailto:resumewriter@gmail.com)

## EMERGENCY MANAGEMENT SPECIALIST

### QUALIFICATIONS PROFILE

**Analytical, solutions-oriented, and dynamic professional**, with extensive experience in emergency management services with an emphasis in clinical administration, education, and support within healthcare settings. Known for outstanding ability to coordinate disaster response and crisis management activities, provide field training, and prepare emergency plans and procedures for natural disasters as well as emergencies. Effective at interacting with patients and families and collaborating with all levels of healthcare professionals to ensure top-quality delivery of patient care. Proficient with Microsoft Office Suite (Word, Excel, and PowerPoint).

### CORE COMPETENCIES

Strategic Planning and Implementation | Safety Management | Quality Assurance | Root Cause Analysis  
Incident and Accident Management | Hazardous Waste Management | Continuous Process Improvement

### PROFESSIONAL EXPERIENCE

COMPANY'S NAME - TORRANCE, CA

#### Senior Paramedic/Field Training Officer

2008–Present

- Maintain a safe work environment for the crew, patient, and others, while offering advanced life support care, such as invasive and non-invasive treatment
- Collaborate with other units, departments, and agencies to efficiently manage assigned units while communicating with colleagues, receiving facility personnel, online medical command, dispatching centers, and emergency operations centers in specific-event based incident command structures to triage and treatment
- Drive efforts in serving the following roles:
  - o Field training officer, in charge of facilitating orientation and training of paramedic students and probationary paramedics on providing first-rate care in the difficult urban environment;
  - o Member of the Special Operations Group that delivers medical support to the Newark Police Department Emergency Response Team; and
  - o Department committee member and senior quartermaster for a special event unit for the EMS Bike Team to develop and maintain the unit's standard operating procedures, training and education program, as well as asset management and maintenance
- Offer hands-on support to the quality improvement and quality assurance supervisor with configuration, testing, training, and implementation of the new department-wide electronic patient care and unit reporting software
- Exemplify skills in ensuring department operations in the city of Newark, New Jersey during the height of superstorm Sandy
- Earned various accolades, such as Service Award for Superstorm Sandy Operations and Service Award for Special Operations Group Emergency Response Team

COMPANY'S NAME - TORRANCE, CA

#### Firefighter/Emergency Medical Technician

2003–2010

- Assisted the quality improvement and quality assurance supervisor with configuration, testing, training, and implementation of the new department-wide electronic patient care and unit reporting software
- Ensured department operations in the city of Newark, New Jersey during the height of Superstorm Sandy

### EARLIER CAREER




UNIVERSITY HOSPITAL – EMERGENCY MEDICAL SERVICES, VARIOUS LOCATIONS

**Emergency Medical Technician – Basic (EMT-B)**, Newark, NJ

**Emergency Medical Technician – Basic (EMT-B)**, Camden, J

G.E.B. EMS ALLIANCE, GLOUCESTER TOWNSHIP, NJ

# CLIENT'S NAME

 Torrance, California 123456  123.456.7890  [resumewriter@gmail.com](mailto:resumewriter@gmail.com)

## Emergency Medical Technician - Basic

---

BLACKWOOD AMBULANCE SQUAD / GLENDORA RESCUE SQUAD, GLOUCESTER TOWNSHIP, NJ

## Emergency Medical Technician - Basic

---

### EDUCATION

#### MASTER'S DEGREE

UNIVERSITY NAME, TORRANCE, CA | GPA: 3.8

#### BACHELOR'S DEGREE

UNIVERSITY NAME, TORRANCE, CA | GPA: 3.8

#### ASSOCIATE'S DEGREE

UNIVERSITY NAME, TORRANCE, CA | GPA: 3.8

### PROFESSIONAL DEVELOPMENT

#### License:

**Licensed Amateur Radio Operator**

#### Certifications:

**Emergency Manager Project | Emergency Manager 1** (State of New Jersey) | Burlington County Fire Academy  
**Paramedic Certificate Program** | Union County College

#### Training:

#### **Emergency Services - Emergency Management**

- Homeland Security Exercise and Evaluation Program (FEMA HSEEP 2018)
- Incident Command System - Level 402, 401, 400, 300, 200, 100
- Incident Management Level 3 (New Jersey Department of Community Affairs, Division of Fire Safety)
- EOC Management and Operations (FEMA IS-00775)
- Exercise Design (FEMA IS-00139 and New Jersey State Police OEM)
- Emergency Planning (FEMA IS-00235.c)
- Multi-hazard Emergency Planning for Schools (FEMA IS-00362.a)
- Fundamentals of Emergency Management (FEMA IS-00230.d)
- Anticipating Hazardous Weather and Community Risk 2<sup>nd</sup> Ed. (FEMA IS-00271.a)
- Introduction to Hazard Mitigation (FEMA IS00393.b)
- Liability Issues - NJOEM (G608, New Jersey State Police OEM)
  - o *Planning Section Chief (S440, New Jersey State Police/OEM)*
  - o *Public Information Officer in a WMD/Terrorism Incident (MGT-318, FEMA)*

### PROFESSIONAL AFFILIATIONS

New Jersey Emergency Management Association  
National Association of Emergency Medical Technicians

### ACTIVITIES

New Jersey State Park Service, *Volunteer*  
Batsto Village, *Volunteer/Program Coordinator*  
Audubon Amateur Radio Club, Audubon, NJ, *Member*