

JOHN BROWN

Torrance, California 11111 | 123.456.7890 | resumewriter@email.com

CIVILIAN SPECIAL AGENT

Office of Special Investigations (OSI)

CITIZENSHIP: U.S. CITIZEN

QUALIFICATIONS PROFILE

Dedicated, highly organized, and multifaceted professional with hands-on skills in law enforcement, investigative techniques, extensive training in homicide investigations, interviews, and interrogations. Recognized for exceptional communication skills and a robust work ethic. Thrives in high-pressure environments while consistently demonstrating reliability and professionalism. Equipped with outstanding conflict resolution, crisis management, and observational abilities. Committed to continuous learning, applying diverse expertise, and contributing effectively to a dynamic team as a Civilian Special Agent.

CORE COMPETENCIES

Risk Management | Investigation and Interrogations | Problem Resolution | Interpersonal Relations
Strategic Planning and Implementation | Time Management | Information Assessment and Documentation

PROFESSIONAL EXPERIENCE

Sample County Sheriff's Department

000 Main Street, City, State 00000

Intern • 5/2024–7/2024

Hours per Week: 24

Salary: None

- Assisted in investigations, K-9 duties, and search warrants with the Knoxville County Sheriff's Department, gaining insight into law enforcement responsibilities.
- Gained hands-on experience in investigations, patrol, and administrative support divisions.
- Observed and monitored case documentation and file management procedures.
- Accompanied patrol officers during high-demand day and night shifts.
- Completed 20 hours in the Major Crimes Division, assisting investigation and operation teams on complex cases.
- Contributed 24 hours with the K-9 unit, supporting tracking and search operations.
- Completed 25.5 hours in the Patrol Division, participating in patrol duties, responding to calls, and observing community law enforcement activities.

Sample University – Residents' Life and Housing

000 Main Street, City, State 00000

Resident Assistant • 08/2022–12/2024

Hours per Week: 10

Salary: Room and Board Compensation

- Mentored 62 campus residents, providing guidance and support.
- Delivered rapid, informed emergency responses under campus crisis protocols.
- Safeguarded sensitive and confidential resident information.
- Completed Title IX training to ensure compliance and promote safety.
- Served as a mandatory reporter for incidents of abuse or misconduct.
- Trained in Question, Persuade, Refer (QPR) techniques for suicide prevention.
- Managed the needs of 62 residents and have supported 115 over 3 years, strengthening communication and problem-solving skills.

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Sample Productions

000 Main Street, City, State 00000

Administrative Assistant • 06/2020–Present

Hours per Week: 35

Salary: \$42,000/year

- Implement and manage a filing system to improve document organization and access.
- Develop presentations for client meetings, employee sessions, and large annual events.
- Operate advanced audio recording equipment at live sporting events, ensuring 100% sound accuracy.
- Support human resources functions, including onboarding processes.

Sample University – Residents' Life and Housing

000 Main Street, City, State 00000

Front Desk Assistant • 01/2022–05/2022

Hours per Week: 10

Salary: \$15/hour

- Handled package receipt, check-in, logging, and distribution for accurate tracking and timely delivery.
- Coordinated emergency responses and provided support to resolve incidents effectively.
- Addressed inquiries from students and parents, strengthening communication skills through regular interactions with residents and staff.
- Mediated and resolved conflicts to achieve productive outcomes and maintain positive relationships.

Sample Country Club

000 Main Street, City, State 00000

Assistant Tennis Coach • 06/2021–07/2021

Hours per Week: 8

Salary: \$120/week

- Taught young children tennis fundamentals and techniques to build skills and enthusiasm.
- Strengthened scheduling and organizational skills to manage lessons effectively.
- Developed leadership and communication skills while working with young athletes.

EDUCATION

Bachelor of Arts in Criminal Justice, Bachelor of Arts in Psychology, 12/2024

Minor in Sociology | *Graduating Cum Laude* | GPA: 3.6 | *Dean's List*

Sample Name of University, City, State 00000

High School Diploma, 05/2021

GPA: 3.8

Sample Name of High School, City, State 00000

PROFESSIONAL TRAINING

CPR Certified, 10/2024

A-Team Leadership Certification, 05/2024

ACTIVITIES

General Officer | Planning Officer, Sample University Club Tennis

Member, Various Clubs at Sample High School

- Future Business Leaders of America (FBLA)
- Varsity Girls Tennis
- Boys Tennis Manager
- Sources of Strength