

JORDAN SMITH

000 Street, Torrance, California 11111
resumewriters@email.com ■ 123.456.7890

CONTAINER SECURITY INITIATIVE TARGETER
Job Series: GS-1895 - Customs and Border Protection Officer
Pay Scale and Grade: GS-12

QUALIFICATIONS PROFILE

Dedicated law enforcer and CBP professional, with proven expertise in cargo inspection, immigration documentation review, and compliance enforcement at U.S. ports of entry. Expert at conducting thorough inspections and maintaining accuracy under pressure.

Additional competencies include:

- Risk Assessment and Targeting: analyzing cargo manifests, shipping data, and trade documentation, ensuring proactive targeting of shipments that may pose security threats.
- Cargo Documentation Analysis: reviewing bills of lading, manifests, and customs declarations to verify accuracy and detect anomalies.
- Intelligence Gathering and Data Integration: leveraging intelligence reports, databases, and international shipping records to support container targeting decisions.
- Compliance and Regulatory Enforcement: utilizing knowledge of U.S. Customs and Border Protection regulations, international trade laws, and security standards.
- Collaboration with International Partners: coordinating with foreign customs authorities, port officials, and law enforcement agencies to strengthen global supply chain security.

PROFESSIONAL EXPERIENCE

US Customs and Border Protection (CBP), City, State 00000
000 Street, City, State 00000

Hours per Week: 40
12/2021 – Present

Customs and Border Protection (CBP) Officer

- Facilitate an interview with travelers applying for entry to the United States
- Conduct secondary inspections and interviews on people, vehicles, and commodities arriving and departing the United States
- Process and verify immigration documentation for validity
- Draft and proofread reports for accurate agency encounters
- Closely coordinate with other agencies to successfully complete shared goals of both agencies
- Inspect cargo and manifest documentation for validity and correctness
- Inform the traveling public of the to travel abroad and return to the United States
- Assist collateral duty officers with in-depth vehicle inspections and interviews
- **Played an integral role in Operation Apollo (Phase I: November 2023 – January 2024)**
 - **Inspecting large quantities of cargo in small amounts of time**
 - **Inspecting cargo warehouses**
 - **Verifying warehouses are operating within agency standards**
 - **Test incoming cargo for possible illicit substances**
 - **Conduct interviews with warehouse managers for compliance inspections**

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Sample County Sheriff Name of Detention Center
000 Street, City, State 00000

Hours per Week: 40
02/2016 – 11/2021

Detention Deputy

- Maintained control of inmate housing units
- Responding to emergencies within the facility
- Assure inmates were properly cared for by the state standards
- Transported detainees through the facility and the state
- Assisted the public with the visitation process (personal & legal visits)
- Assisted officers in the booking/intake process of new detainees, as well as in searching for detainees and their living spaces
- Maintained the safety and security of detainees lodged at the hospital
- Aided facility nurses with medication distribution, preventing medication hoarding
- Controlled movement of staff and detainees throughout the facility
- Provided daily update to facility operations and incidents with upper command staff
- Monitored and downloaded footage of facility operations incidents as needed

EDUCATION

Bachelor of Science in Kinesiology, Minor in Business Management 2015

Sample University, City, State 00000

- GPA: 3.0
- Division 1 Track and Field Athlete

High School Diploma 2010

Sample High School, City, State 00000

- GPA: 3.0
- Athletic Honors (3-Sport Athlete)

PROFESSIONAL DEVELOPEMENT

Cargo Inspections, Bonded Warehouse

CBP Land Cargo Inspection

12/2025

CBP Bonded Warehouse Training

12/2025

N95 Mask Fitter

Cardiopulmonary Resuscitation (CPR) Certified

AFFILIATIONS

Coordinator, Sample Public Transportation Incentive Program

Lead Central Controller, Detention Center