

Charlie Blake

Public Safety Officer

📞 (630) 555-1842

✉ charlie.blake@example.com

🌐 linkedin.com/example/charlieblake

📍 Naperville, IL 60540

STRENGTHS

- ♥ **Calm incident response**
During alarm exercises, gathered known facts first and escalated decisions within training limits, keeping responses clear and measured.
- 👁 **Careful observation**
Patrol rounds focused on doors, windows, traffic, and unusual conditions, helping supervisors spot follow up needs early.
- 📄 **Clear documentation**
Shift notes and reports used factual chronology in Word and Excel, giving staff cleaner handoff information.
- 🗣 **Community communication**
At student events, explained safety expectations respectfully and helped visitors move through busy areas with less confusion.
- 💡 **Practical problem solving**
Capstone reviews connected crime patterns with patrol coverage and prevention steps, turning classroom analysis into usable recommendations.

SKILLS

Campus patrol Incident response

Alarm monitoring Access checks

Parking enforcement

Crowd control Traffic control

Event security

Incident documentation

Crime prevention Microsoft Word

Microsoft Excel

Information systems

Written communication

Motor vehicle operation

SUMMARY

Early career public safety professional with approximately one year of supervised **campus security** and academic experience supporting foot and mobile patrols, **incident documentation**, parking compliance, **access checks**, alarm response preparation, and event safety. Trained to observe campus conditions, monitor audible and visual alarms, assess known facts, and communicate clearly within defined authority. Criminal justice preparation supports crime prevention, report writing, ethical decision making, community oriented safety, and appropriate escalation. Experience with Microsoft Word, Microsoft Excel, information systems, traffic control, crowd monitoring, **building openings** and closings, and safety education. Maintains calm judgment during stressful scenarios and brings physical readiness for evening patrol operations, stairs, and emergency support. Prepared to contribute dependable service, careful documentation, and respectful communication across a campus community.

EDUCATION

Bachelor's Degree in Criminal Justice

North Central College 🎓 GPA: 0 📅 2026 📍 Naperville, Illinois

Coursework: *Crime prevention, report writing, ethical decision making, community safety*

TECHNICAL SKILLS

- **Patrol Operations:** Foot patrols, mobile patrols, campus rounds
- **Alarm Systems:** Audible alarms, visual alarms, alarm response
- **Access Security:** Door checks, window checks, access points
- **Incident Reporting:** Activity reports, shift notes, incident reports
- **Parking Operations:** Parking patrols, policy enforcement, citations
- **Event Security:** Crowd control, traffic control, surveillance
- **Office Software:** Microsoft Word, Microsoft Excel, Microsoft Office
- **Information Systems:** Information systems software, data entry, records
- **Emergency Support:** Emergency response, medical assistance, first aid
- **Communication Methods:** Radio communication, verbal communication, written communication
- **Campus Safety:** Crime prevention, safety education, community safety
- **Vehicle Operations:** Motor vehicle operation, vehicle escorts, driving checks

EXPERIENCE

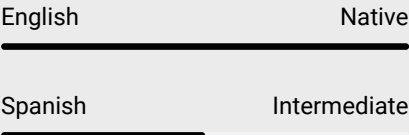
Public Safety Intern

University Public Safety Internship 📅 January 2026 - September 2026 📍 Naperville, Illinois

Supported supervised **campus safety** operations across academic buildings, residence areas, parking facilities, and event spaces. Completed patrol assignments, access checks, alarm exercises, parking compliance rounds, event safety support, and factual documentation under staff guidance.

- Completed foot and mobile patrols across campus areas, documenting **safety** concerns for officer review.
- Practiced alarm response scenarios, gathering facts and escalating decisions within defined authority.
- Checked **doors, windows**, and access points, recording unsecured conditions for follow up.
- Supported parking rounds, identifying policy violations and preparing accurate citation information.
- Assisted events with pedestrian routing, traffic observation, crowd monitoring, and safety communication.
- Prepared shift notes and incident reports using **Microsoft Word** and **Microsoft Excel**.

LANGUAGES



MY CAREER



- Public Safety Intern at University Public Safety Internship (8 Months)
- Campus Safety Project Student at Criminal Justice Capstone Project (9 Months)

Campus Safety Project Student

Criminal Justice Capstone Project 📅 August 2025 - May 2026 📍 Naperville, Illinois

Completed supervised academic public safety work focused on campus risk review, patrol planning, incident analysis, **event security**, and clear presentation of practical recommendations. Applied **criminal justice** methods within simulated operational limits.

- Evaluated campus patrol coverage, access risks, parking concerns, and event conditions for faculty review.
- Built suspicious activity and alarm scenarios, practicing fact based response decisions.
- Analyzed sample reports and crime patterns, identifying recurring safety concerns for prevention planning.
- Developed event plans covering traffic flow, crowd posts, volunteer assignments, and escalation procedures.
- Organized patrol observations in **Microsoft Excel**, then summarized findings in **Microsoft Word**.
- Presented safety recommendations to faculty and classmates, addressing policy and authority questions.

PROJECTS

Campus Event Safety Assessment 📅 2026

A useful safety plan starts with ordinary details. Reviewed traffic flow, crowd posts, student assignments, communications, and escalation steps for a simulated public program.

Campus Security Scenario Review 📅 2026

Small observations can shape safer decisions. Built simulated alarm, suspicious activity, medical assistance, and access control scenarios for classroom response practice.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Criminal Justice Capstone Recognition, 2026
- Academic recognition for practical campus safety analysis, 2026

CERTIFICATIONS

- Adult and Pediatric First Aid, CPR, AED 📅 2026
- Microsoft Office Fundamentals 📅 2025

PROFESSIONAL AFFILIATIONS

- Campus Safety Peer Education Volunteer, 2025 to 2026
- Criminal Justice Student Association Event Volunteer, 2024 to 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST