

# R. U. ENFORCEMENT

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(480) 000-0000 ▪ 00000J@yahoo.com

## LAW ENFORCEMENT / LEGAL ADMINISTRATIVE PROFESSIONAL

*Recognized for extraordinary dedication, commitment, leadership,  
solving problems and taking the initiative.*

- ▶ Accomplished Business Professional with a Bachelor of Arts Degree in Criminal / Social Justice from Lewis University with more than 8 years of experience in law enforcement.
- ▶ A Legal Administrative Professional seeking to utilize education and relevant experience to support agendas specific to the law; i.e., court system, criminal justice, child custody, juvenile justice, employment law, and discrimination law.
- ▶ A leader with strong integrity, able to exercise independent judgment and decision-making, take a lead role in project management, while maintaining timelines and achieving organizational objectives.
- ▶ Numerous municipal / company accolades for excellent customer service and performance.

### HONORS & AWARDS

- 11 Homer Awards; Recognized for Outstanding Customer Service, Home Depot
- 8 Commendations; Outstanding Police Performance, Evergreen Park Police Department
- Certificate of Appreciation; Recognition of Exemplary DUI Enforcement, Alliance Against Intoxicated Motorists, June 2001
- Outstanding Performance Award; Recognition of Outstanding and Meritorious Police Service, Combined Counties Police Association, November 1998

*"I have a real respect for the law and the criminal justice system. I am committed to the profession and what it stands for. My goal is to accept a position where I will utilize my substantial experience, skills and proven abilities to benefit and support the organization." -- R. U. Enforcement*

## PROFESSIONAL EXPERIENCE

### MANCHESTER POLICE DEPARTMENT, Manchester, IL

**Police Officer**, May 2002 to Present

- Maintained public order, responded to emergencies, protected people and property, investigated criminal and civil incidents, enforced city and state laws, issued citations and summons, and promoted good community relations.
- Handled situations firmly, courteously, tactfully and impartially.

### CIRCUIT COURT, Manchester, IL

**Clerk V**, April 1999 to April 2002

- Performed a variety of technical and clerical duties associated with maintaining circuit court case files and prepared daily court calls.
- Organized, reviewed, and analyzed documents and researched automated and hard-copy files for case status information.

## EDUCATION

- Bachelor of Arts Degree in Criminal Social Justice, Lewis University, Romeoville, IL, May 1999
- Law Enforcement School, Manchester School of Law, Manchester, IL, 2006-2007