

FIRST SERGEANT

QUALIFICATIONS PROFILE

Dedicated, reliable, and highly accomplished police officer, with solid academic foundation and comprehensive years of experience in security management, tactical training, and law enforcement; complemented with broad-based knowledge of personnel management, focusing on quality force indicators, personnel, and administration. Demonstrate quality performance in public safety and emergency response. Possess outstanding observation, sound judgment, and resourcefulness in identifying and resolving problems in a timely and efficient manner. Capable of providing visionary leadership in supervising police officers, with proven adeptness in designing press, media, publicity, and public relations kits.

AREAS OF EXPERTISE

Law Enforcement Principles | Investigative Research and Techniques | Crime Prevention and Community Control
Regulatory Compliance and Standards | Emergency Preparedness | Data Management | Leadership and Supervision

PROFESSIONAL EXPERIENCE

AIR FORCE RESERVE COMMAND | ROBINS AFB, GA

First Sergeant

2015–2018

- Received commendation for outstanding performance through exemplifying exceptional situational problem-solving and analytical skills, professionalism, and integrity at all times.
- Adhered to safety procedures and policies implemented in the Department Safety Manual.
- Diplomatically collaborated with various officials in developing and implementing operational procedures toward successful completion.
- Recognized as the department's first female promoted to the rank of Sergeant.
- Received selected by General Black to attend and participate in his retirement ceremony.
- Facilitated the recruitment of program participants for the Citizen's Academy; coordinated staff, multiple venues, and resources to implement a 16-week public involvement program.
- Developed brilliant solutions and got accustomed to problems that arise out of the normal schedule of events.

U.S. AIR FORCE, CHARLESTON, CHARLESTON AFB, NORTH CHARLESTON, SC

Air Force Security Forces Apprentice

2016–2017

- Coordinated all aspects involving the yearly National Night Out event, including assigning employees in handling event-specific tasks and securing support from sponsors in the form of money, products, and prizes for a large-scale public event.
- Closely monitored and supervised the development of e-mail newsletter through gathering ideas and information from staff on topics to be written and included in the newsletter. Handled proofreading and editing following strict timeline, ensuring newsletter is released in a timely manner.
- Applied effective marketing skills in promoting the event within the community and encouraged participation of outside agencies.

EDUCATION

BACHELOR'S DEGREE IN CRIMINAL JUSTICE, 2018

University of Missouri | Kansas City, MI

PROFESSIONAL DEVELOPMENT

USAF First Sergeant Academy Additional Duty Seminar, MacDill Air Force Base, FL, | 2019

AFRC NCO Leadership Development Course, Charleston Air Force Base, SC 26 | 2015

Legacy Leadership Training

Basic Law Enforcement Recruit Academy

Basic Emergency Technician Certificate

PROFESSIONAL AFFILIATION

Member, Fraternal Order of Police

TECHNICAL ACUMEN

Microsoft Office Suite: Word, PowerPoint, and Excel