
MICHAEL DALBY

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Professional Summary

Background Investigator with 4 years in recruiting, interviewing, training and public speaking. Highly responsible, organized and self-motivated.

Skills

- Self-motivated
- Strong verbal communication
- Conflict resolution
- Extremely organized
- Team leadership
- Process implementation
- Staff development
- Quality and dependable

Work History

Police Officer, 07/1998 to 01/2013

City of Gresham – Gresham, OR

- Patrolled streets and checked for any suspicious persons and/or vehicles.
- Did daily reports on arrests, evidence, complaint calls, and other miscellaneous information.
- 5 years Public Information Officer working with media outlets.
- 5 years Field Training Officer working with recruits.
- 4 years Background Investigator for new applicants.
- Crisis Intervention Team member.

Night Auditor, 07/1997 to 07/1998

Sleep Inn Hotel – Vancouver, WA

- Supported management through risk identification, control testing and process improvement procedures.
- Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
- Communicated audit results to upper management through written reports and oral presentations.
- Articulated audit findings, risks and detailed recommendations to upper management.
- Maintain up to date records of room vacancies, reservations, and assignments.
- Compiled and checked daily record sheets, guest accounts, receipts, and vouchers, and stored them appropriately in computerized and manual forms.
- Responsible for running hotel switchboard operations.

Server, 10/1995 to 07/1998

Olive Garden Restaurant – Vancouver, WA

- Obtain food and drink orders from customers and serve the food ordered to customers.
- Obtain cash and credit card payments from various orders from customers and ensure that they are provided the correct change and issued with valid receipts.
- Ensure that my work areas are constantly cleaned to ensure maximum customer satisfaction and convenience.

Night Auditor, 08/1995 to 07/1997

Ferryman's Inn – Vancouver, WA

- Supported management through risk identification, control testing and process improvement procedures.
- Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
- Communicated audit results to upper management through written reports and oral presentations.
- Articulated audit findings, risks and detailed recommendations to upper management.
- Maintain up to date records of room vacancies, reservations, and assignments.
- Compiled and checked daily record sheets, guest accounts, receipts, and vouchers, and stored them appropriately in computerized and manual forms.
- Responsible for running hotel switchboard operations.

Supervisor, 10/1993 to 08/1995

APG Security – Vancouver, WA

- Supervised crew of 15 officers at Hewlett Packard facility.
- Payroll and shift scheduling.
- Oversaw safety and security of facility and report findings to Security Manager.
- Communicated with managers at various departments of facility to ensure privacy of sensitive materials and projects.

Production Worker, 06/1991 to 06/1993

Hewlett Packard – Vancouver, WA

- Hewlett Packard via Olsten Temporary Services - Vancouver, Wa Collated components for assembly.
- Fabricated large and small parts per drawing and assembled parts as required.
- Responsible for achieving production requirements.
- Ensured that all health and safety guidelines were followed.
- Made sure that products were produced on time and are of good quality.
- Monitored product standards and quality-control programs.
- Tested products or subassemblies for functionality or quality.

Laborer, 06/1988 to 08/1991

Henkles & McCoy Construction – Portland, OR

- Adjusted alignment of drills, cutters, guides, and holding devices.
- Ensured that all health and safety guidelines were followed.
- Digging, trenching, and fusing of cable lines.
- Maintaining quality of product for customer to their satisfaction.

Education

Bachelor of Science: Social Science Criminal Justice, 1995

Washington State University - Vancouver, WA

Associate of Arts: General Studies, 1995

Clark College - Vancouver, WA

Additional Information

Family relocation to Colorado. Eager to begin new career and assist your company as a quality employee.