

Pablo R. Cabrera

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Criminology & Public Safety Profile

Protection of Personal Information | Management, Emergency Protective Orders | Project Management

Analytical professional with excellent intercommunication skills and the ability to identify opportunities for business process redesign. Proven track record of managing and processing information and researching data for special projects. Talent for forging solid strategic alliances, partnerships, and working relationships. Currently completing post-graduate degree in Criminal Justice, with the desire to further career in criminology and public safety.

- Safeguarding of Sensitive Information
- Securing Police Safety Equipment
- Processing of Detainee Information
- Departmental Relationship-Building
- Coordination, City Meetings & Activities
- Management of Interview Process
- Research & Data Analysis
- Special Project Management
- HR Processes
- Procurement & Inventory
- Strategic Partnerships
- Industry Networking

PROFESSIONAL EXPERIENCE

SAN ANTONIO POLICE DEPARTMENT, San Antonio, Texas June 2017– Present
Administrative Assistant I, Public Safety Answering Point (PSAP), March 2018 – Present

- Deliver exceptional service in the administration of operations for the Communications Unit. Handle coordination of city department, outside agency, and general public activities. Manage calendars, schedules, and set-up for events.
- Process Protective and Emergency Protective Orders from Magistrate and Judicial Courts.
- Research, compile, and analyze data for special projects.
- Procure supplies and manage inventory process, including purchase requisitions and payment requests.
- Perform HR functions for payroll, overtime, and personnel requisitions. Coordinate the interview process.

Administrative Assistant II, Public Safety Headquarters, June 2017 – March 2018

- Controlled the safe storage and dissemination of more than \$500K in officer safety equipment. Managed inventory to allow vendors with enough equipment to outfit police vehicles.
- Researched, compiled, and analyzed data for special projects and drafted reports of findings.
- Controlled warehouse inventory, and office supplies. Procured materials, tools, and supplies, and ensured all inventory procedures were executed, as outlined.
- Forged and fostered strong working relationships within department and developed solid partnerships with external departments and city agencies.

ENTERPRISE RENT-A-TRUCK, San Antonio, Texas August 2016 – June 2017
Driver/Truck Driver

- Delivered customers and vehicles to designated locations, providing excellent service. Complied with all regulations.

RCI RECORDS CONSULTANTS, INC., San Antonio, Texas February 2014 – August 2016
Document Imaging Specialist/Records Specialist

- Worked with Operations Manager as Records Request Specialist. Protected and processed sensitive information, converting it into electronic archives and/or digital copies. Operated ImageSilo® and PaperVision® Enterprise.
- Improved Quality Control process, including developing spreadsheets of process to ensure consistent high- quality practices and ongoing monitoring of records . Trained new team members in Inventory Quality Control.
- Enhanced Records Request process, allowing for faster and more accurate response.
- Assisted in training new hires and team members.

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Page Two of Two

EDUCATION & CREDENTIALS

Master of Science in Criminal Justice, Behavior Management Concentration,
St. Joseph's University, San Antonio Texas, for completion, 2020

Bachelor of Science in Criminology, Minor in Sociology,
Texas A&M University, San Antonio, Texas, 2018

Diploma, Information Systems Technician, June 2009

*Additional College Coursework at Alamo Colleges, San Antonio, and Vizcaya of the Americas University, Tepic, Mexico
Phi Theta Kappa Honor Society*

Certifications & Training Certificates

Security Awareness | Omnixx Trainer Certification | Seminario de Criminalística (Seminar in sciences of Criminalistics) |
CJIS Security Awareness | INTERPOL | TCIC Full Access (CCH access) | TLETS Certification | Certificate in Youth
Ministry (Diplomado en Pastoral Juvenil)

Affiliations

Member, American Society of Criminology (ASC)
Member, American Criminal Justice Association (ACSA-LAE)
San Antonio Astrological Association (SAAA)
The Knights of Columbus (KofC)

Awards

The President's Volunteer Service Award (PVSA), 2018
HSF Scholar Celebration, recognizing the best and brightest Latino students in the country, 2018
Academic Achievement Award, Presidential Honors, 2013

COMMUNITY SERVICE

Community Volunteer, Heartland Hospice Services, November 2106 – Present

Radio Talk Show Host, Virgen De Guadalupe Catholic Radio, April 2014 – January 2016

Young Adult Ambassador, Archdiocese of San Antonio, August 2013 – July 2016

Youth Ministry Leadership Team Member, Archdiocese of San Antonio, September 2013 – December 2014