

Jordan Ellison

Police Cadet

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📍 San Antonio, TX

🌐 linkedin.com/in/jordanellison

SKILLS

Report Writing ●

Traffic Control ●

Radio Communications ●

Records Management ●

Evidence Handling ●

CPR ●

First Aid ●

Integrity ●

Sound Judgment ●

EDUCATION

Associate of Applied Science

05/2027

San Antonio College

San Antonio, TX

Criminal Justice

CERTIFICATES

Adult First Aid/CPR/AED

07/2025

American Red Cross

SUMMARY

Police cadet with 16 months in a municipal police department while completing a criminal justice degree. Handles traffic control at events, records management and front desk report writing, and rides with patrol officers twice a week. Brings integrity, sound judgment and calm radio communications to every shift.

EXPERIENCE

Police Cadet

06/2025 - Present

Pecan Valley Police Department

San Antonio, TX

Part-time civilian cadet program in a 140-officer city department for students preparing for the academy.

- Direct traffic control at **30+** parades, school events and crash scenes a year under sergeant supervision.
- Process about 15 walk-in theft and lost property reports a week in the records management system.
- Perform evidence handling for found property and patrol submissions, logging 400+ items with no chain-of-custody errors.
- Monitor radio communications on ride-alongs and run plate and warrant checks for officers, 8 shifts a month.

Loss Prevention Associate (Part-Time)

08/2023 - 05/2025

Riverwalk Home & Apparel

San Antonio, TX

Part-time security role at a 3-floor department store during college.

- Observed 48 CCTV cameras and the sales floor, helping cut recorded shrink at the store by about 18% in a year.
- Documented 60+ theft incidents in written reports used by store managers and responding officers.
- Trained 6 new associates on how to observe, record and report suspected shoplifting safely.