

Brendan J. Illis

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Education

DeSales University Sept. 2013- Jan. 2017	B.A. Political Science, National Security Track Minor in Business (3.29 GPA, Cum Laude)
New Jersey City University Sept. 2017- Dec. 2017	Courses: <i>Research Methods I; Corporate Security</i> Graduate Coursework (4.0 GPA)
Texas A&M Engineering Extension Service (FEMA / DHS Sponsored)	Critical Incident Management for Higher Ed. (Jun. 2015) Cybersecurity for Business Professionals Track (Dec. 2016) Certificate in Infrastructure Protection (Jan. 2018)
Emergency Management Institute (EMI) Independent Study	FEMA Professional Development Series (Feb. 2017) IS100.b, IS200, IS700.a

Work Experience

Senior Emergency Coordinator, Touro College & University System, February 2017- Present

- Assist the Director of Emergency Preparedness in the pre-planning and preparation of crisis management
- Assist in creation and maintenance of emergency plans and procedures for 27 New York-area campuses
- Work with the Director of Emergency Preparedness managing a 200-member emergency response team
- Record live training sessions and produced video training materials for internal distribution
- Administers online learning management system for fires safety training of resident students
- Oversee emergency drills and fire drills of New York-area campuses

Resident Advisor, Office of Residence Life, DeSales University, August 2015- December 2016

- Primary liaison between the Office of Residence Life and the students of the University
- Assisted the with creation of promotional material for publication on social media
- Led an initiative to conduct a campus-wide survey to assess student satisfaction with residential facilities
- Ensured the health and safety of all residents

EMS Captain, Dept. of Public Safety, DeSales University, April 2015- April 2016

- Administrative and operational head of DeSales University Emergency Medical Services
- Assisted in the implementation of Electronic Charting Software
- Led initiative on a full rewrite of University EMS Standard Operating Guidelines & Organizational Policies

Certifications

- New Jersey EMT; American Heart Association CPR Instructor

Professional Skills

- Designing complex documents, templates, and forms for publication
- Proficient in Microsoft Excel, including analysis & presentation of large datasets
- Effective oral presentation of complex topics such as policies & procedures or data analysis
- Fundamentals of web design; working knowledge of Adobe Dreamweaver; basic HTML
- Media production; intermediate photographer & videographer, advanced Photoshop & Lightroom user
- Other Applications: Quali Business Continuity, Rave Mass Notifications

Awards & Memberships

- Society of Professional Journalists *Sigma Delta Chi Award in Journalism*
- Member of *Pi Sigma Alpha* National Political Science Honor Society

Service & Volunteerism

College Admission Mentoring Program (CAMP)- **Mentor**
Springfield First Aid Squad (SFAS)- **EMT**

November 2015- December 2016
August 2012 – May 2016