



Sample Portfolio

FIRE SCIENCE

Educational Goal Statement

Expanded Résumé Entries

Learning Autobiography

Course Petition

Supporting Documentation

Educational Goal Statement

March 22, 2018

Regarding: Bhupinder [REDACTED], Logistics Supervisor

To whom this may concern,

As the Human Resources Generalist from July 2016 – March 2018, I've had the opportunity to work with Bhupinder in several areas of HR.

We faced many challenges in our recruiting efforts. I worked with Bhupinder to address lagging wages and determine how we find and retain strong associates. Our branch is quite diverse and he is very adept at leading and managing a multicultural crew. He is able to create a positive work environment and keep up moral in his department to support retention. As someone who has come up through the ranks, his strong understanding of all aspects of the job and responsibilities are an asset. His personal experience also lends itself to developing and working with associates who are looking for advancement and development opportunities.

Bhupinder also assisted in some of the onboarding processes and paperwork. He assisted associates with the I-9 forms and was involved in compliance training. Lastly, we have worked together on associate discussion forms, performance improvement plans and disciplinary documentation.

I have enjoyed working with Bhupinder and know that he will continue to grow and be successful.

Sincerely,

Suzanne [REDACTED]

Expanded Résumé Entries

Employment History

1/1995 - In Progress

Firefighter

Role/Responsibilities: Perform firefighting duties including relief driver, medical aid, haz-mat management, arson investigation, fire prevention, and public relations.

8/2006 – In Progress

Instructor

Role/Responsibilities: Instructor for "Introduction to Fire Science and Technology" at Crafton College ROP. Responsible for curriculum development, class instruction, grading, attendance tracking, and student development

Professional Training

4/2006 - 4/2006

Community College
Fire Prevention 1B Training

9/2005 - 9/2005

Community College
Fire Management Training

9/2005 - 9/2005

Community College
Fire Prevention 1A Training

2/2002 - 2/2002

Community College
Fire Investigator 1B Training

1/2002 - 1/2002

Community College
Fire Investigator 1A Training

1/2002 - 1/2002

Community College
Fire Instructor 1A Training

Associations

1/1995 - In Progress

Firefighter's Association – Professional Membership

Learning Autobiography

As a young child watching the events of the Watts Riot the summer of 1965 unravel before my eyes on the television set, I was struck by the valor and dedication of the fireman responding to the riots. Daily I would sit in front of the small box and imagine I was one of those brave souls battling the elements. It was a powerful image. It was during that week of rioting that I made an important decision; I would become a fireman. Even though the scene was one of destruction and mayhem, I only saw the commitment of those sent to help their community. I only saw the strength of character in every one of their actions. The Watts Riots were one of the decade's worst moments, but for this small boy, it was a shining example of the good that can come when humans respond to the needs of society.

As I grew, the dream did not diminish. My subsequent life choices were clouded by what I had witnessed as a child. My actions were guided by my desire to be a fireman. I knew if I made poor decisions growing up, I would never be allowed to join the ranks of those elite civil servants. It kept a young man on the straight and narrow path. Even though life circumstances did not allow me to realize my dream immediately, I was able to achieve my goal in my late twenties. I never lost sight of what was really important. To this day, the pride I feel doing a job I love cannot be diminished. It is amazing to me that an event that is characterized as a revolutionary event in the antidiscrimination movement, had such a pivotal effect on my career and life choices having nothing to do with black versus white.

Upon graduating high school, I received a water polo scholarship. I also attended college to complement the courses I needed to go to the Fire Academy. I concentrated on Fire Technology courses while working full-time driving an ambulance. I felt the emergency medical experience would enhance my opportunity to be hired on at a fire department. I was not able to attend school full-time due to the need to work to support my new life style as a husband and father. I enhanced my income by becoming a marble and granite setter, all the while applying for fire fighter positions.

It was through a North time at El Camino College and the prior work experience. After completing the academy departments: Emergency Control at the Northrop the San Luis Obispo Fire City Fire Department. I felt to be able to obtain a

Finally in January I had achieved my life-long dream. I completed Control 3 at the Riverside City Fire Department. In 2002, I was content to become an officer and took 2A, and 2B and Fire Instructor classes are given in a 40 hour taught and reinforced through

In 2003 through 2004 my daughter's softball travel team fueled a new passion in me to expand my work experience. I was assigned to the Fire Department as a Hazardous Materials Specialist and was sent to school for training in the specialty. I completed ICS 200 at Riverside City Fire Department, Command 1A, Fire Management and Fire Prevention at Community College, and Hazardous Material Specialist 1A, 1B, 1C, and 1D at the Ontario Fire Department. Training continued through 2006 with Command 1B and Fire Prevention 1B. I was afforded the unique opportunity to attend a HazCAT Weapons of Mass Destruction course in August of 2006. I finished out the year with an ICS 300 course through the

for another challenge. I applied for Arson and in August was transferred to the Arson unit. Training followed with weapons and arrest training at the Police Academy Fire Arms. Electrical Fire for Arson and Intervention Specialist classes were taken at the year in Arson Investigation, I chose to return to the commitments I had with teaching ROP and taking my courses as needed. I took High Rise Operations at 131 Fire Fighter Type 1 training to deal with the situation at the Riverside City Fire Department.

One of the additional positives to teaching ROP has been the credentialing program for Adult/Career Education. To keep my certification as an instructor, I have had the opportunity to take several courses through the University of San Diego.

Course Petition

COURSE PETITION

FS301: Fire Investigation and Analysis – Purdue University Global Online

Course Outcomes:

- Evaluate the characteristics of fire science analysis and investigation organizations and apply these characteristics to the management of fire departments.
- Analyze the physical properties of various kinds of fuels.
- Evaluate the types of laboratory services that will be utilized during analysis and investigation.
- Analyze the role of fire investigators, including those incidents involving deaths and injuries.
- Develop investigative processes based on various types of fires.
- Demonstrate college-level communication through the composition of original materials in Standard American English
- Apply critical thinking to construct persuasive arguments.

Sources of Learning:

Employment History:

Riverside City Fire Department

Professional Training:

Riverside Community College
Riverside City Fire Department
Victor Valley College
Las Vegas Fire Department

Learning Statements:

- Trained in formal fire investigation through four training facilities
- Applied knowledge on the job as a Fire Investigator
- Investigated over 20 fire scenes using techniques learned in training to determine cause
- Sent samples from investigation of fire scene to the Riverside City Police Department Laboratory
- Determined the cause and origin of several fires where fire injuries occurred
- Utilized skills learned in training to determine which investigative process to use
- Determined cause of fire as electrical on 10 investigations
- Concluded cause of fire as nature related in 3 investigations
- Verified cause of fire as deliberately set in 7 investigations
- Wrote dozens of college level papers in a large number of courses taken toward degree program=
- Conducted numerous interviews of arson suspects

Secondary Documentation

Certificates and Awards



Work Sample

Fall Semester 2011
TTh 3:15 – 5:45
Room 214 A
Sec# 9500-F93R

By appointment one hour before or after class

Required Text: Fire Protection Publications (1998), *Essentials of Fire Fighting, Fourth Edition*, Oklahoma State University, Stillwater, OK.

Course Description:
This course provides an overview of skills necessary for entry-level employment in a Fire Science career. Students will learn basic fire fighter theory and skills.

Course Objective:
At the conclusion of the course, the successful student will have basic knowledge in:

1. Fire Science agency
2. Fire fighter safety
3. Characteristics and behavior of fires
4. Fire prevention and control
5. Fire equipment use, safety, and maintenance
6. Hazardous materials response techniques
7. Resume and application writing
8. Facing the oral interview

ROP Student Outcomes:
Upon completion of the planned program, students will:

1. Earn a certificate
 2. Demonstrate a willingness to learn
 3. Participate actively as a member of a team
 4. Communicate professionally with others through verbal, non-verbal and/or written communication
 5. Demonstrate the ability to seek, apply, and/or interview for employment
- NOT TO BE TURNED OFF DURING**

ALL CLASS TIME!!!! (Instructor responsible)

Be prepared for class with textbook, writing materials, notebook, and rope.
No food or drinks in classroom.
One 15 minute break will be given each class for restroom use and snacks.

Be prepared for class with textbook, writing materials,
No food or drinks in classroom.
One 15 minute break will be given each class for restroom use and snacks.

405 – 450 = A
360 – 404 = B

$$315 - 359 = C$$
$$270 - 314 = D$$
 $\leq 269 = F$

ASSIGNMENT
ire text, read Ch.1
d Ch. 2 for 8/23
Ch. 2 for 8/25
Ch. 2 for 8/30
Ch. 3 for 9/1
Ch. 3 for 9/6
y for Quiz #1
Ch.4 for 9/13
Ch. 4 for 9/15
esearch Paper
Ch. 5 for 9/20
Ch. 7 for 9/22
Ch. 8 for 9/27
9 for 10/04
Resume
10 for 10/6
10 for 10/11
12 for 10/13
ers Due 10/27
Quiz #5
3 for 10/25
4 for 11/1
5 for 11/1
Mid-term
16
17 for 11/3
Application Due 11/17
ead Ch. 18 for 11/20
ead Ch. 19 for 11/20
are for Mock Interview
are for Mock Interview
Study for Final
Study for Final