

## Objective

Hardworking individual seeking entry level Security Officer employment with Allied Universal to preserve and enforce regulations to create and maintain a safe environment. My mission is to provide the ultimate customer service experience.

## Skills

Forklift Operator, Rf Scanner, Cherry Picker, Pallet Jack, Pallet Rider, Wrapping

## Work Experience

### Janitorial Worker/Housekeeper

**ABC Corporation** - January 2014 – September 2016

- Emptying trash cans and cleaning dumpster closets and trash pickup, gum scraping.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees.
- Maintained working areas in production departments of industrial establishment in clean and orderly condition.
- General upkeep of areas including vacuuming, deep cleaning (shampooing, conditioning of heavy traffic areas).
- Set up, arranged and removed decorations, tables, chairs, ladders and scaffolding to prepare facilities for large events.
- Mixed water and detergents in containers to prepare chemical cleaning solutions.

### Care Provider

**ABC Corporation** - April 2012 – June 2014

- Responsibilities teach toddlers to get them prepared for preschool, played educational games, and the children learned colors, shapes a,b, cs reading and how to count.
- Accomplishments being punctual every day getting to know each and every individual learning where they are behind at and what they are advancing in.
- As far as what they need to know to succeed to the next level skills used reading, different shapes, and sizes, learning the different letters in the alphabet and how to sound them out.
- Responsibilities processing tax forms/ training other employees what to look for on a tax form making sure the tax form is processing correctly.
- Skills used being able to redirect when it came to understanding how to process the tax forms.
- Learning different tax forms and to not make a mistake of mixing tax forms.
- Communicating when a question needs to be answered, respecting each and everyone around you.

## Education

Diploma in Medical Office Technology - 2011(Beckfield College - Cincinnati, OH)Diploma - (Western Hills Traditional High School - Cincinnati, OH)Certificate in Supervision - (Western Technical College - Tomah, WI)