

ROBERT SMITH

Jr. Agent

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Seeking to obtain a career where one is able to grow and learn, as well as expand knowledge and skills. Looking for a long-term position that provides stability. Would like the opportunity to prove what a valuable asset one could be if given the chance, and with the proper training.

EXPERIENCE

Jr. Agent

ABC Corporation - NOVEMBER 2013 - JUNE 2014

- Ship and receive packages, fill out the necessary paperwork and keep copies on file.
- Relay work orders, messages, or information to or from work crews, supervisors, or field inspectors, using telephones or two-way radios.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain the security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion.

Security Agent

ABC Corporation - 2008 - 2013

- Perform routine rounds and inspections of the facility and grow rooms.
- Take logs and monitor cameras.
- Keep unwanted personal out of the building via verbal- presence or hands-on.
- Keep a close eye on cultivators/scientists to ensure none are stealing or damaging medical cannabis in any way.
- Keep contractor log and copies of their state license, also escort them to secure areas of the facility.
- Notify police and head security personal of any attempted break-in, fights, or injuries if not resolved in house.
- Transport medical marijuana in armored SUV to 5 different dispensaries located throughout NY state etc.

EDUCATION

- Bachelor of Science in Criminal Justice - (Virginia Commonwealth University - Richmond, VA)

SKILLS

Microsoft Office, Customer Service, Administrative Skills, Interpersonal.