

Objective

Seeking a profession/position, where one can help with the success of your company, by applying skills, experience, and knowledge, to help achieve company goals and enjoy working with others.

Skills

Windows Xl, VOM Meter, Inventory Analysis, Typing 25 Wpm.

Work Experience

Jr. Upscale Security Officer

ABC Corporation - October 2009 – June 2015

- Work in a major medical hospital facility downtown.
- Answer key calls to open doors for doctors, nurses, administration, and environmental service workers.
- Communication buildings both inside and out rendering assistance to employees that are having mechanical difficulties with their vehicles.
- Escort psychiatric patients to specific secured wings of the hospital.
- Utilize two-way radio to communicate with other officers.
- Open safe in the financial office to return personal belongings to discharged patients.
- Direct visitors to areas of the hospital which they are going.

Upscale Security Officer

ABC Corporation - 2004 – 2009

- Patrol industrial and commercial premises to prevent and detect signs of intrusion.
- Ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain 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, and employees to preserve order and protect property.

Education

Bachelor of Science in Aviation - (Purdue University)