# PROFESSIONAL EXPERIENCE

## Metro One Security: Supreme Site Supervisor of Security 4/2018- Present

190 Bowery Street New York, New York

* Provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
* Create and enforce staff weekly schedules.
* Use systems and technology to maintain a count of daily numbers for the store.
* Report to regional manager weekly regarding updates and important information about the site.
* Interview and train new hires during their onboarding process.
* Hold staff meetings about upcoming events and best practices on important dates.

## Alli-Universal: Security Professional 3/2013- Present

430 East 29th Street New York, New York

* Provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations
* Patrol specific area on foot, motorized conveyance, responding promptly to calls for assistance
* Monitor, report and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area
* Review and record facts of incidents and determine if it’s a violation or criminal act and document accordingly
* Relay complaint and emergency-request information to appropriate agency dispatchers
* Evaluate complaint and emergency-request information to determine response requirements

## Residential Security Guard, Safety 06/2011- 9/2013

Sentry Security Bronx, NY

* Observed and reported back to supervisors. Obtained safety and security within each buildings, monitored potential threats on buildings surveillance and security. Monitored and authorized entrance and departure of employee, visitors, and other person to guard against theft and maintain security of the premise. Mastered multi-tasking and performing under pressure. Had constant contact with general public, interacted appropriately and patiently among others.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
* Complete forms in accordance with company procedures.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Make copies of correspondence or other printed material.
* Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
* Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
* Establish work procedures or schedules and keep track of the daily work of clerical staff.
* Prepare and mail checks.

LICENSE AND SPECIAL SKILLS

* NYS Security Guard License Mar 2007 – Present
* Proficient in Windows, Mac Programs; Microsoft Office; Word, Excel and PowerPoint

EDUCATION

## **High School Diploma** Graduate June 2007

James Madison High School, Brooklyn NY