

Iron Mitchell

Queens, NY

iron.mitchell@outlook.com

(929) 666-8978

CAREER OBJECTIVE:

Seeking a full-time position to apply skills of safety management and control, contributing to a secure environment for all visitors and staff.

EDUCATION

B.A in Business Management

Borough of Manhattan Community College

GPA: 3.2

1 Year (Incomplete)

New York, NY

CORE QUALIFICATIONS

- Adept in creating positive, engaging, and supportive learning environments
- Active listening skills
- Approachable, friendly and supportive
- Detail-oriented and alert
- Adept in reporting
- Time management
- The ability to work independently and also as part of a team
- Clear, logical and independent thinking
- Organization and planning
- Problem-solving skills

RELEVANT WORK

Security Officer

Allied UNIVERSAL Security Services

New York, NY

April 2021- (present)

Current work site: Lenox health Greenwich village 5/18/22- (present)

- Possess effective written and oral communication and
- Display exceptional customer service and communication skills

- Have intermediate computer skills to operate innovative, wireless technology at client specific sites
- Ability to handle crisis situations at the client site, calmly and efficiently
- Work in various environments such as cold weather, rain/snow or heat
- Occasionally lift or carry up to 40 pounds
- Climb stairs, ramps, or ladders occasionally during shift
- Stand or walk on various surfaces for long periods of time

Fire Guard, Retail Security Officer

Narrow Security
2023

New York, NY
August 2021- July

- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of daily surveillance activity and important occurrences

Fire Guard

Westech Security & Investigations

New York, NY
June 2020-June 2021

- Maintain a high visible presence and prevent all illegal or inappropriate actions.
- Deter, detect, observe, and Report
- Observe for signs of crime or disorder and investigate disturbances
- Take accurate notes of unusual occurrences

Visitor Center Security Associate
Hunter College

New York, NY
February 2018-April 2020

- Monitor and control access at building entrances.

- Working with public safety to enforce policy and procedures
- Recorded attendance and entry throughout the day
- Working with public safety to enforce policy and procedures
- Guided clients to their destinations.