

# Resume 717

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## OBJECTIVE

To secure a position with your company as a *Hall Monitor*, utilizing my skills, training, and experience

## SUMMARY OF QUALIFICATIONS

- Over 10 years' experience in security settings, landscaping and production.
- Consistently meets and/or exceeds all daily production quotas, goals, and objectives
- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Establishes rapport quickly with a diverse population, recognized for personal and professional integrity and collaborating to develop mutually beneficial solutions through interactions with teams and managers
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on-time or ahead of schedule
- Familiar with using computers, Windows, MS Office, Internet research, and email.
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

### 09/15 - 12/19 *Security Guard*

Sentrix Security, Niagara Falls, NY

- Locked doors and gates of entrances and exits to secure buildings.
- Answered alarms and investigated disturbances.
- Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Patrolled industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Called police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Inspected and adjusted security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering.
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

### 04/08 - 11/15 *Landscaper*

Ray's Lawn Mowing, Niagara Falls, NY

- General lawn maintenance to include mowing, clean up, gardens with the use of riding lawnmowers, weed whackers, rakes, shovels, leaf blowers, etc.
- Maintained shrubs and other landscaping while utilizing shears, brush cutters, and hedge trimmers.
- Effectively generated a clientele list and strong referral base for the company creating contract opportunities for long term relationships.
- Planted seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs, and applied mulch for protection, using gardening tools.
- Provided proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.

### 03/06 - 04/08 *Machine Operator*

Silipos, Niagara Falls, NY

- Operate machines to produce prosthetic products for handicapped and/or diabetic individuals; completed paperwork quantifying the work done for the day
- Perform inventory, boxed, taped, packaged products produced (gel-filled gloves and orthopedic socks)
- Assemble foot products such as inserts, soles, covers, prosthetics
- Handle materials such as silicone at a fast pace while abiding by the Safety Precautions instilled
- Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.

## EDUCATION

*Bennett High School*

Buffalo, NY