

Professional Profile

- Basic Jail Officer Academy, Issued May 2005
- O.C. Spray Certification, Issued April 2005
- IDACS Terminal Operator, Issued Nov. 2005, Exp. Nov. 2007
- Numerous years in data retrieval and entry with several different computer programs simultaneously, and cross-referencing a varying amount of information with this data.
- Several years experience with various computer programs such as Microsoft Word, Microsoft Excel, Power Point, Microsoft Outlook, Microsoft Access, and Adobe Reader 6.0.
- Over a year of Law Enforcement experience working in a correctional setting.
- Over 5 years of Security experience in dealing with various demographics of the general public, with 3 years as a supervisor.
- Earning my Bachelor of Science degree from Indiana State University in 2004.
- United States Citizen and clearable.

Professional Experience

Guardsmark, LLC, Washington, DC
December 06 – Present

Learning and Development Specialist/Account ManagerResponsibilities:

- Responsible for the initial training of new Security Officers, as well as the on-going training of current officers.
- Shared responsibility of managing over 85 Security Officers over 12 properties in Downtown Washington DC.
- Conduct monthly Client meetings with Property Managers, as well as Building Engineers, over the 12 building portfolio, to address any and all security concerns with their respective property.
- Provide security advice and protocols to client contacts in order for their security program to run efficiently.
- Responsible for the bi-annual audits of current Policies and Procedures for 12 buildings, and ensuring that all Policies and Procedures are current, and verified by the client.
- Shared responsibility of monthly inspections of all officers on all 3 shifts, and subsequent disciplinary measures, if called for.
- Provide guidance to Site Supervisors, to ensure the level of supervision is effective across all properties.
- Perform monthly consolidation of Monthly Training tests that encompasses all Washington DC officers employed by Guardsmark.
- Promoted twice within 5 months, the second of which was to a member of Branch Management.
- Involved in the hiring process of prospective officers, as well as pre-employment interviews to gauge the level of aptitude of the candidate.

- Assist with weekly payroll registers from the 12 building portfolio, and ensuring that all officers are paid accurately.

Convergenz, Mclean, VA
September 06 – November 06

Resource Manager

Responsibilities:

- Recruitment methods included Boolean database searches, referral recruiting, internet resume banks, internet advertising, internet user groups, job fairs, and cold calls.
- Interviewed applicants via phone, and in person to obtain additional information such as work experience, education, training, knowledge, abilities, occupational interests and other pertinent data for classification, selection and referral to appropriate Project/Program Managers.
- Prospected, interviewed, evaluated, tested and performed credential verifications of potential Information Technology employees in order to provide the hiring manager with the highest quality candidates.
- Extensively probed candidates on interviewing activity to generate leads for business development.
- Managed the recruitment process of candidate placement from the initial contact to preparing them for their first day on the assignment according to corporate guidelines.
- Performed technical skills assessment and referencing to assure quality procurement.
- Assisted candidates with clearance paperwork and processing of background investigations.
- Effectively managed a very high volume of job requirements through efficient prioritization, time management, and multitasking.
- Utilized 100% web-based applicant and job tracking system to document all phases of the recruiting process.

National City Bank, Indianapolis, IN
June 06 – September 06

Loss Prevention Specialist

Responsibilities:

- Detection and mitigation of potential or actual losses.
- Collection and recovery of losses.
- Review and perform extensive research on a large number of accounts daily.
- Identify, monitor and resolve issues to limit potential losses to customers.

Marion County Sheriff's Department, Indianapolis, IN
April 05 – June 06

Correctional Officer

Responsibilities:

- Conduct inmate admissions and releases.
- Perform searches of inmates.
- Account for inmate property.
- Fingerprint and photograph inmates.
- Complete records, reports and forms.
- Escort and transport inmates.
- Monitor and control inmate activity.
- Communicate by telephone, radio, computer and intercom.
- Maintain security in all detention areas.

- Respond to emergency situations within the facility.
- Enter and retrieve computer data.
- Communicate with other Department personnel.
- Communicate with inmates' families, attorneys and personnel of other government agencies.
- Maintain personal appearance, uniform and equipment.
- Attend regular in-service training sessions.
- Conduct searches of facility.

Liberty Hall, Indianapolis, IN
Aug. 04 – April 05

Operations Counselor

Responsibilities:

- Conduct resident admissions and releases.
- Perform searches of residents.
- Attend regular training sessions.
- Maintain personal appearance, and equipment.
- Enter and retrieve computer data.
- Respond to emergency situations within the facility.
- Maintain security in all detention areas.
- Communicate by telephone, radio, and intercom.
- Account for resident property.
- Monitor and control resident activity.
- Escort and transport residents.
- Conduct searches of facility.

ESG Security, Indianapolis, IN
May 00 – Aug. 04

Security Guard/Supervisor

Responsibilities:

- Ensure safety of venue, performers, and patrons.
- Attend meetings with event planners, local Law Enforcement, and performers.
- Enforce State, and Local laws.
- Brief employees of important information relating to event.
- Schedule employees work hours.
- Maintain good professional relationship with local Law Enforcement agencies.
- Maintain personal appearance, uniform, and equipment.

Education

Indiana State University, Terre Haute, IN
Bachelor of Science in Criminology
May 2004

References

References are available upon request