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### **OBJECTIVE**

To combine a history of customer focused retail experience, detail-oriented security experience, and college-level education to provide you with the professional services you require.

### **EDUCATION**

Calhoun Community College, Huntsville, AL  
Associate of Applied Science, Business Administration - Paralegal  
NSLT E-Discovery Certification and NSLT Legal Technology Certification

### **KEY SKILLS**

- 10+ years Microsoft Office and Windows experience
- Friendly and customer oriented
- Thorough and focused on details
- Working under pressure with time sensitive tasks
- Controlling and transferring important information through multiple levels of corporate management

### **WORK EXPERIENCE**

G4S Security Solutions  
Huntsville, AL  
April 2018 - Present

#### **Upscale Security Officer**

- Provide professional security services for clients
- Provide detailed security patrols and inspections
- Maintain access control, facility safety inspections, and monitoring of cameras

Starbucks  
Huntsville, AL  
September 2016 –April 2018

#### **Barista**

- Operated cash registers and took customer orders
- Maintained equipment and facilities
- Prepared various foods and beverages in a progressive, ever changing retail environment

Dollar Tree  
Huntsville, AL  
November 2012 –September 2016

#### **Cashier/Stocker**

- Operated cash registers and provided customer service
- Stocked shelves with inventory when necessary
- Cleaned facilities to maintain a pleasant environment
- Lead in customer service and sales

