

# Amuel Mason

## Objective:

Clovis, NM

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To continue to broaden and enhance my existing skills that would allow me to gain additional expertise with increasing levels of responsibility.

## WORK EXPERIENCE

### **Safety & Security Supervisor**

Plains Regional Medical Center - Clovis, NM - June 2010 to Present

Responsibilities-Include supervising/managing the Security Staff at Plains Regional Medical Center, maintaining operational function of PRMC's surveillance system/monitors of 150 surveillance cameras, Emergency Preparedness Manager, Hazmat Coordinator, Environment of Care Chairman, annual updating of Emergency Management Plan, Safety/Security Management Plans, coordinating Quarterly Fire Drills to meet Joint Commission Standards, conduct Tabletop & Multi- Casualty Drill Exercises for Staff Preparedness & Readiness. Maintain/approve payroll, attend Leadership functions & document/investigate any security & safety risks through- out the facility through a computer based system (Midas).

### **Network Operations Center Technician III**

ENMR-Plateau - Clovis, NM - August 2005 to May 2010

Responsibilities-Include monitoring facility surveillance monitors, receiving incoming trouble calls, documenting and prioritizing landline/internet installations and repair requests; computer programming of customer landlines & internet connections, maintaining logs and data networking spreadsheets, scheduling technician work orders, dispatching technicians on trouble calls, multi-tasking a large volume of calls professionally & courteously, worked in a fast-paced team environment and ensure timely and accurate completion of documentation.

### **Certified Police Officer**

Eastern New Mexico University - Portales, NM - September 2003 to July 2005

Responsibilities-Include providing campus safety for students, facilities, and faculty, administer speeding citations, patrol of campus, escort duties, respond to dispatched emergencies, assist local city, and state law enforcement and adhere to court appointed appearances, building patrols, narcotics investigations, patrol extra-curricular activities/functions, assist patrons and obtain/serve arrest warrants.

### **Access Control Specialist**

Beta Analytics International-Missile Defense Agency - Upper Marlboro, MD - September 2002 to August 2003

Responsibilities-Include visitor escort service for government contractors, vendors, foreign dignitaries, monitor closed caption surveillance cameras. Hourly building patrol duties external/internal, perform emergency evacuation exercises, safeguarding of secret/top secret documentation, rotation of escort duties between the Missile Defense Agency and Pentagon, maintain access control system, produce visitor/employee access badges, and oversee any suspicious activity amongst employees and visitor, attend daily briefings.

### **GSA Contract Armed Security Guard**

Coastal International Security-Social Security Administration - Santa Fe, NM - June 2001 to August 2002

Responsibilities-Include organization and public safety for the Social Security Administration, locking and unlocking facility, inventory control, security search of random patrons entering the facility, daily communication logs, documentation of criminal violations, patrol of facility, primary POC for local Clovis P.D. monitor public/employee interview sessions, produce social security cards, cleanliness of facility and provide assistance regarding any verbal/physical altercations throughout the facility.

### **Armament Systems Specialist F-16**

United States Air Force - Clovis, NM - April 1996 to May 2001

(27TH Maintenance Squadron)

Responsibilities-Include inspection, repair, and maintained the weapons system components for the F-16 aircraft, test and troubleshoot support equipment, ammunition loading, also directly supported 3 fighter squadrons with mission essential equipment, performed aircraft weapons configurations, functional checks, and routine maintenance during contingencies.

### EDUCATION

Kaplan University  
2010 to Present

Penn Foster College  
2009

Clovis Community College - Clovis, NM  
2003

Embry-Riddle Aeronautical University - Tucson, AZ  
2001

University of Delaware - Newark, DE  
1995 to 1996

Largo High School - Upper Marlboro, MD  
1994

### SKILLS

CPR Certified, Microsoft Word, Excel, PowerPoint, Spreadsheet Expertise, 75 WPM, Disaster Assistance Certification, Emergency Preparedness Certification, OSHA Certification, Hazardous Materials Certification, State Disaster Management Certification, Cisco Familiarization, Telnet, Portability, DMS 100 & 200 Programming, Mitigation Certification, FEMA Certified, Network Operations Technician, IP Networking, Data Entry, Detail Oriented, Emergency Program Manager Certification, Honorable Discharge USAF