

# **Bernice Adkins**

**quality inspector**

Monroe, MI  
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## WORK EXPERIENCE

### **Quality Inspector**

Staffworks group - Warren, MI - January 2012 to Present

#### Responsibilities

inspect and certify auto parts are with in specifications using micrometers and calipers

### **SECURITY OFFICER**

Allied Barton - Southfield, MI - November 2009 to January 2012

#### Responsibilities

Supervise officers to ensure they follow established post orders and in proper uniform

### **SITE SUPERVISOR**

Wackenhut Security - Livonia, MI - March 2009 to October 2009

### **ROAD SUPERVISOR**

Allied Barton - Southfield, MI - March 2003 to April 2009

### **LANDFILL GAS TECHNICIAN**

Republic Waste Services - New Boston, MI - May 2002 to January 2003

### **SECURITY OPERATIONS MANAGER**

Prospect Airport Services - Romulus, MI - October 1997 to May 2002

## EDUCATION

### **Diploma**

Airport Community High School - Carleton, MI

## ADDITIONAL INFORMATION

### QUALIFICATIONS

- \* Four years experience as security supervisor
- \* Current CPR / First Aid / AED certified
- \* Create or implement security standards, policies, and procedures
- \* Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on company property
- \* Supervise subordinate security professionals, performing activities such as hiring, training, assigning work, evaluating performance, or disciplining
- \* Analyze and evaluate security operations to identify risks
- \* Conduct physical examinations of property to ensure policy compliance
- \* Monitor security policies, programs or procedures to ensure compliance with internal security policies

- \* Identify, investigate, or resolve security breaches
- \* Strong leadership skills
- \* Excellent work ethic