

# Andrew Steeples

Fort Collins, CO 80524

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+1 970 893 0465

Establish a long term career serving as a loyal, hard working, contributing, forward thinking employee.

Authorized to work in the US for any employer

## Work Experience

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### **Security Officer**

Code 4 LLC - Fort Collins, CO

October 2017 to Present

Protective Services; private security. Highly qualified, highly experienced security officer.

### **Patrol Corporal**

Anlance - Fort Collins, CO

July 2016 to August 2017

Performing armed security for high-profile clientele. Patrolling accounts in 3 cities in Northern Colorado.

### **English as a Second Language Teacher**

American Intercon International Institute - Phnom Penh

April 2015 to September 2015

- Teaching children and adults American English with curriculum.
- Time and classroom management.
- Spreadsheet creation. Grading and report cards.
- Attending Staff meetings and professional development.
- Implementing strategic standards and policy with aid of administrative leadership.

### **Sanctuary Guest House Supervisor / OC**

Asian Hope - Phnom Penh

2011 to 2014

- Building maintenance. Plumbing, air conditioning, interior/exterior design. Painting, carpet installation, lighting.
- Security and safety policy and procedures.
- Building hospitable relationships and peace between guest house clients and staff.
- Supervised the day to day operation of the guesthouse including managing a security staff.
- Direct supervision of interns and staff in their daily duties.
- Small business development - advertising and marketing internationally.
- Imparting personal and professional skills to staff, interns and new security.
- Supplied nurturing environment fostering a great work ethic with my team and training next generation staff to excel in small business.
- Teamed with Neighborhood Kids Outreach at Logos International School.
- Provide member care to employees and guests facilitating healing and recovery programs.

## **Intern**

Denver Rescue Mission - Denver, CO  
January 2009 to April 2011

Rescue Mission resident internship.

## **Finish Carpenter**

Sauders LLC - Fort Collins, CO  
May 2008 to May 2009

Finish Carpentry Trim cutting and installation

Plumbing

Electrical

Roofing

Mobile home setting

Caulking

Painting

Drywall Mud

Texturing

I have my own carpentry tools and reliable transportation.

## Education

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### **Diploma of Multimedia in Multimedia**

The Institute for Design - Melbourne VIC  
2000

### **Associate in Arts (AA)**

Aims Community College - Greeley, CO  
1997 to 1997

### **Diploma**

Rocky Mountain High School - Fort Collins, CO  
1993 to 1996

## Skills

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- Microsoft Office (10+ years)
- Photoshop (10+ years)
- Illustrator (10+ years)
- Cash Handling
- Customer Service
- Excel
- Management
- Organizational Skills
- Security
- Stocking

- Word
- Typing
- Carpentry
- Drywall
- Caulking
- Trim Carpentry

## Certifications and Licenses

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### **Weld County Guard Card**

December 2015 to 2017

### **CPR/First Aid/AED**

2016 to Present

American Red Cross Certification  
CPR/First Aid/AED

### **Rescue Mission Certification**

January 2011 to Present

Certified in Rescue Mission CL3  
DRM

### **FA Certifications:**

2015-Current

### **Denver Merchant Guard Card 2018**

May 2018 to May 2019

Ability to serve as Officer in Denver when liscence is renewed.