

# Carrie Ulwelling

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Objective: Make a useful contribution to the organization while continuing to gain experience and expand my skills and opportunities.

## WORK EXPERIENCE

### **Security Officer**

Premier Security - 2017-05 - Present

Patrol and guard parking ramps, apartment buildings, hospitals, and more to ensure there is no danger to the public, no violence, no breaking and entering, and no destruction of property. Work crowd control and traffic control at various events.

Training: Use of Force in Hand to Hand Self Defense, O.C. Spray, Use of Handcuffs, Arrest Procedures.

### **Security Guard, Watch Guard Security**

- 2017-02 - 2017-05

Guard and patrol solar panel farm. Ensure only authorized personnel enter solar panel site. Log entry of all people entering and exiting. Ensure all people entering have PPE gear before entering. Log all equipment entering and exiting

### **Independent Contractor**

Rochester Post Bulletin - 2016-03 - 2017-01

Motor route newspaper delivery

### **Residential Housekeeper**

- 2015-11 - 2016-03

### **Assistant Housekeeping Manager**

- 2015-08 - 2015-10

Supervising staff and checking their work, assisting in daily scheduling, assisting in cleaning rooms, stocking cleaning supplies, keeping track of customer ratings online and assisting executive housekeeper with other manager duties

### **Medical Debt Collector**

- 2015-05 - 2015-07

Answering and making calls to debtors regarding their medical debts, and working with them to obtain appropriate payment arrangements. Answering questions about debts owed, and submitting settlement requests to clients on behalf of debtors.

### **Housekeeping Supervisor**

- 2014-11 - 2015-04

Supervising staff and checking their work, assisting in daily scheduling, assisting in cleaning rooms, stocking cleaning supplies, keeping track of customer ratings online and coming up with new ideas to improve those ratings, entering information into computer system, and assisting executive housekeeper with other manager duties

**Housekeeper**

- 2014-09 - 2014-11

Cleaning and re-stocking hotel rooms

**Independent Contractor**

Rochester Post Bulletin - 2014-04 - 2014-07

Motor route newspaper delivery

**Video Repair Representative**

- 2012-08 - 2014-02

Diagnostic troubleshooting of customer calls

Service upgrade sales

**Barista**

Feeder/Folder - 2011-05 - 2012-08

**Residential Housekeeper**

Rochester, MN - 2010-10 - 2011-03

Pine Island, MN

Rochester, MN

Merry Maids:

Rochester, MN

Guesthouse:

Rochester, MN

The Affiliated Group:

Rochester, MN

Hilton Garden Inn:

Rochester, MN

Holiday Inn:

Rochester, MN

Stewartville, MN

Charter Communications:

Rochester, MN

Textile Care Services:

Rochester, MN

Dunn Bros:

Rochester, MN

**Sandwich Specialist/Delivery Driver**

Merry Maids - Rochester, MN - 2009-09 - 2010-11

Jimmy John's: Rochester, MN

**Assistant Manager/Supervisor**

Little Caesars Pizza - Rochester, MN - 2008-03 - 2009-09

Supervise staff, Open/close store, Inventory, Daily receipts, Bank deposit, Cashier, Prepare dough, Create pizzas and other products, Clean

**Cashier/Cook**

Little Caesars Pizza - Rochester, MN - 2007-01 - 2008-03

Cashier, Prepare dough, Create pizzas and other products, Clean

**Cashier/Gas Station Attendant**

Cub Foods - Rochester, MN - 2006-05 - 2006-10

Assist customers with use of gas pumps, Cashier

**Cashier/Clean Team**

Cub Foods - Rochester, MN - 2005-05 - 2006-10

Cashier, Retrieve carts from parking lot and return to store, Clean Store

EDUCATION

**Graduate Certificate in Defensive Handgun**

Front Sight Firearms Training Institute - Pahrump, NV  
2017-04

**Associates Degree in Psychology**

Rochester Community & Technical College - Rochester, MN  
2016-12

**Associates Degree in Business Administration**

Rochester Community & Technical College - Rochester, MN  
2015-08

Century High School - Rochester, MN

2006-06

ADDITIONAL INFORMATION

Technologies:

Proficient Skills: MS Office Suite; MS Word, PowerPoint

Cash register operation, Interpersonal skills, Problem solving skills

Working Knowledge: MS Office Suite: Excel