

Helena Miller

Security Officer - Securitas Security

Chicago, IL 60614

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630-870-8401

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Machine Operator

Fabrik Molded Plastics - McHenry, IL

October 2017 to Present

- Experience as a Machine Operator
- Knowledge of Production Procedures
- Ability to Read Blueprints, Schematics and Manuals
- Analytical Skills
- Attention to Detail
- Teamwork
- Physical Stamina and Strength
- Handle Heavy Equipment
- Work Independently
- Multitask

Security Officer

Securitas Security - Indianapolis, IN

August 2010 to Present

- Data entry and file management of confidential report information
- Team Supervisor
- Creating work team objectives and delegating duties amongst staff
- Motivating Employees
- Customer Relations

Package Handler

Amazon Fulfillment Center

January 2016 to February 2017

Performing general physical
Activities

Performed physical Activities that required considerable use of your arms and legs such as climbing, lifting, balancing, walking, stooping and handling of materials.

Establishing and Maintaining interpersonal relationships..

Developed constructive and cooperative working environment with others, and maintaining them over time..

Identifying objects. Actions and events

Identified information by categorizing estimating, recognizing differences or similarities, and detecting changes in production materials..

Clerk

Walgreens - Chicago, IL

December 2007 to October 2010

- Greeted customers and assist in purchase process
- Knowledgeable of sales and promotions
- Assessed security risks and thefts

Fundraiser- Community Developer

Chicago Victory Church - Chicago, IL

December 2004 to October 2006

- Household Engineer
- Created, planned and prepared food menus
- Purchased products for fundraising projects
- Accounts payable

Education

High school or equivalent in General

Nashville Community High School - Nashville, IL

September 1988 to June 1991

Preparation Paralegal

Ivy Tech Community College - Indianapolis, IN

Skills

SECURITY (9 years), EXCEL (Less than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year), PUBLISHER (Less than 1 year), Active listening, Giving full attention to instructions. Taking time to understand vital points . Asking questions that are appropriate and relatable to job.. Incorporated useful strategies methods to insure that deadlines were met.. (1 year)

Certifications/Licenses

Security Guard

Class D Security License

PERC Card

Additional Information

KEY QUALIFICATIONS

- Conflict Resolution
- Video Surveillance
- Log book and Guest Identification
- Incident reports
- Security rounds escort
- PDA Security log
- Microsoft Office (Excel, Power Point, Publisher)