

## Objective

Seeking a position where my current and past experience coupled with an enthusiastic attitude can be utilized to contribute to the success of the company.

## Education

*Royal High School, Simi Valley, CA Class of 2004*

## Summary of Qualifications

- California Licensed Security Guard, *Bureau of Security and Investigative Services*
- Works effectively with all levels of management, good prioritization skills, great customer service skills, problem solver, self-starter, and requires minimal supervision

## Professional Experience

### **Anello Security & Consulting – Encino, CA**

**2012 – 2013**

#### *Security Guard*

- Experience patrolling facilities to detect suspicious activities and create a security presence
- Ensure client/employee rules are adhered to at all times
- Reported detailed information for all incidents to Security Lead
- Provided event/venue security

### **Naked Juice, PepsiCo – Simi Valley, CA**

**2008 - 2012**

#### *Warehouse Shipping and Receiving Clerk*

- Accurately filled orders: prepared, wrapped, weighed and loaded items for shipping according to packing slips
- Processed all invoicing, freight forwarding and packing slips
- Used computerized system to verify and pull inventory
- Shipped high volume of orders daily; followed all procedures and kept accurate records
- Kept warehouse items neatly organized to facilitate ordering of new inventory
- Resolved a wide range of problems, including missing merchandise, damaged merchandise and incomplete deliveries
- Discussed shipping and packing issues with co-workers and management to develop improved practices
- Monitored loading and unloading of goods, ensuring that merchandise was handled with care and placed correctly in warehouse
- Experienced fork lift driver and electric pallet jack operator. Certified via company managed program.
- Trained new warehouse workers

### **Mike Rovner Construction – Simi Valley, CA**

**2006 – 2007**

#### *Laborer*

- Commercial building indoor construction, demolition, and remodeling
- Installation and maintenance of cement and/or tile floor
- Completed inventory counts per company schedule
- Position demanded 75% travel to meet client demand

### **Proset – Simi Valley, CA**

**2005 - 2006**

#### *Shipping and Receiving Clerk*

- Managed inventory to ensure accurate level of stock
- Managed all shipping and receiving activities
- Stocked shelves as required
- Responsible for displaying all new merchandise

### **Rite Aid – Chatsworth, CA**

**2004 - 2005**

#### *Cashier and Customer Service*

- Managed cash register, processing customer purchases
- Provided high level of customer service to ensure every customer need was met
- Stocked shelves as required
- Responsible for displaying all new merchandise

## Computer Skills

Experienced with Microsoft Word and Internet Explorer

**References Available Upon Request**