

Adam Leija

Concierge

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WORK EXPERIENCE

Security Concierge

Matcal International - Houston, TX - January 2012 to Present

Help maintain and monitor the security of the residential development and responsible for liaising closely with the Valet and Doormen in ensuring a tight control of security is maintained at all times. Routine task include regular patrolling, CCTV monitoring, access control, and conducting routine checks of fire alarms, security alarms and maintaining a written log of all checks. Other duties include covering the main reception during breaks and from time to time may be expected to park residents' cars in the absence of the Doorman/Valet.

Concierge

First Service Residential - Houston, TX - January 2012 to April 2013

Primary responsibility is to ensure that the finest personal service is delivered to Residents and Guests while focusing on the highest quality services and value according to the specific nature of the request. Provide prompt, professional and courteous service to Residents and Guests, in a personalized and refined manner. Provide special services to Residents and Guests such as, taxi reservations, restaurant reservations, flight arrangements and confirmations.

Event Staff/Security

Contemporary Services Corporation - Houston, TX - November 2010 to December 2011

Help prevent the outbreak of disorder and prevention of possible riot. Monitor the entrances, exits as well as watch tents and belongings while others are gone. Facilitate the flow of the event by answering questions and giving guidance and directions. Assist medical personnel in the event of emergencies and call upon the police department and assist officers in the course of problems. Check people into the stadium and make sure audience members are in their proper seats and that all fire codes are followed by keeping the aisles clear once and event has begun.

Security Concierge

Elite Protective Services - Houston, TX - January 2011 to July 2011

Helped maintain and monitor the security of the residential development and was responsible for liaising closely with the Valet and Doormen in ensuring a tight control of security is maintained at all times. Routine task included regular patrolling, CCTV monitoring, access control, and conducting routine checks of fire alarms, security alarms and maintaining a written log of all checks. Other duties included covering the main reception during breaks and from time to time may be expected to park residents' cars in the absence of the Doorman/Valet.

Assistant Manager

Darque Tan - Clear Lake, TX - February 2008 to November 2008

Was responsible for providing outstanding customer service to customers, as well as selling tanning memberships and products. In addition, was responsible for daily opening and/or closing of the salon, as well as supervision of the Salon Tech.

EDUCATION

High School Diploma

Deer Park High School - Deer Park, TX
August 2001 to May 2006

ADDITIONAL INFORMATION

HFD High Rise certification
DPS PSB Level 2 Security Certification
DPS PSB Level 3 Security certification