

Steven Oldakowski

Mobile Phone: 978-726-7385

E-mail: stevebpd@hotmail.com

## OBJECTIVE

To find a career where I can excel in and enjoy while challenging my abilities and opening up new opportunities.

## WORK EXPERIENCE

### Security Guard

September 2010 - November 2010

LiquorMart | Boulder, CO

#### Retail

Verifying the age of all patrons who appear under the age of 35. Confiscating any false, altered, or false possession identification that is presented upon entering the store. Screening any intoxicated customers attempting to enter the store. Apprehending any patron attempting to shoplift and keeping an accurate photo journal of all persons who have been asked not to return verbally, or through a court order. Keeping the parking lot free of panhandlers and customers posing a threat or displaying behavioral problems. Making sure there is a security person guarding the front lobby at all times. Notifying management if long term parking is taking place, so the vehicle(s) can be removed.

### Security Officer

June 2010 - August 2010

Allied Barton Security Services LLC | Longmont, CO

#### Security and Surveillance

Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Report all incidents, accidents or medical emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.

Sales Associate

November 2009 - February 2010

Rowley Liquors | Rowley, MA

Retail

Process all liquor sales from store and help with stocking of shelves and coolers.

Food And Beverage Server

July 2009 - September 2009

Ipswich Country Club | Ipswich, MA

Restaurant/Food Services

Hospitality position encompassing waiting on wedding parties and event staff, taking orders, maintaining clean and organized facilities, and setting up banquet halls.

Peapod Services Associate

March 2009 - May 2009

Stop & Shop | Danvers, MA

Restaurant/Food Services

Stock and maintain various quadrants of the Peapod delivery section. Handle and dispatch diversified telephone inquiries from current and potential customers. Monitor and regulate online customer order database for efficiency.

Senior Data Management Associate

July 2005 - November 2008

Sensitech Inc | Beverly, MA

Business Services - Other

Downloading and conditioning temperature monitors into cold chain platform. Creating and/or adding shipment information linked to temperature specifications. Maintaining customer databases for uniformity and accuracy. Pulling tabular data and generating multi-graphs for analysis. Putting together kits that assist in the execution of projects. Writing technical reports

for use by program manager for customer meetings. Extracting and uploading files and data into cold chain manager software. General overseeing off all temperature data for ongoing food programs.

Guest Services Associate

December 2004 - June 2005

Planet Fitness | Danvers, MA

Sports and Physical Recreation

Greeting and checking members into the facility. Giving tours and signing up new clientele interested in the gym. Inputting member data into computer software and troubleshooting membership issues. Engaging in cash register transactions and balancing end of day financial numbers. General clerical work with occasional maintenance of facilities.

Stock Coordinator

May 2002 - August 2003

Aldo | Peabody, MA

Retail

Stock and maintain shelves in back room inventory as needed. Handle and disperse all incoming and outgoing shipments. Backup sales floor with customer questions and transactions. Help coordinate and assemble displays in front end of store.

Dispatcher

August 2000 - January 2002

Town of Boxford | Boxford, MA

Security and Surveillance

Receive and dispatch to appropriate units all incoming fire, medical and police calls. Manage and communicate 911 emergency calls as well as general business inquiries. Help officers in writing up of detainee reports. Lookup and input of persons in statewide and federal criminal databases. Navigation and utilization of online vehicle registry system information.

EDUCATION

Master's Degree,

January 2004 - August 2006

Umass Lowell | Lowell, MA

Criminal Justice/Informatics

Bachelor's Degree,

September 2000 - August 2004

Umass Lowell | Lowell, MA

Criminal Justice major/Psychology minor

High School or equivalent,

September 1996 - May 2000

Masconomet Regional H.S. | Boxford, MA

## CERTIFICATION

Statewide Emergency Telecommunications Board

September 2000

Massachusetts Emergency 911 Telecommunication

## SKILLS

Data Entry	Expert
PowerPoint	Intermediate
SPSS	Beginner
MS Word	Expert
MS Excel	Intermediate
MS FrontPage	Beginner
MS Outlook	Intermediate
MatLab	Intermediate
Epicor	Beginner
Snagit	Expert
Adobe Acrobat	Beginner
CuteFTPPro	Intermediate
WinZip	Beginner
MapInfo	Intermediate

MS Access    Beginner

## LANGUAGES

German Beginner

## HONORS & AWARDS

Received certificate of participation and completion in the Massachusetts Association of Crime Analysts 2005 training conference. Received certificate for successful completion of the 11th annual Student Trooper Training Program held at the Massachusetts State Police Academy.

## REFERENCES

Warren Gould

Communications Director Boxford Police Dept

978-887-8135

Professional

Allan Roscoe

Adjunct Professor University of Massachusetts

978-934-4131

Professional

Jim Fay

General Manager Foolish Craig's

970-581-5261

Personal