

# Sandra Barnes

Rocky Mount, NC

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I'm looking to work my way up and learn everything I can to perform the job. If more schooling is needed I'll go back to school.

Authorized to work in the US for any employer

## Work Experience

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### **Holiday Clerk Assistant**

USPS - Wilson, NC

November 2020 to January 2021

Process incoming mail and packages by using a scanner. Distribute the mail and packages to rural& city carriers and PO boxes.

### **Detention Officer Supervisor**

Edgecombe County Sheriff Office - Tarboro, NC

September 1999 to September 2020

Supervise a staff of 10 officers including a lead supervisor. Maintain security, safety and control of facilities of detainees. Answer questions from public daily concerning the detainees. Input data in the computer daily. Do a daily activity report of all activity that happens throughout the day.

### **Security Officer**

Wakenhut Security - Rocky Mount, NC

June 2008 to November 2011

Patrol the facilities to make sure everything is in tact. Daily report of everything that took place throughout the 8hr shift. Monitor CCTV and if incidents occurs you do a report

### **Operator**

Kelly Temporal Services - Rocky Mount, NC

1995 to 1995

Work at Abbotts Lab. On a line inspecting products and packaging products.

### **Detention Officer Supervisor**

## Education

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### **High school diploma**

North Edgecombe High School - Tarboro, NC

September 1989 to June 1992

## **High school diploma**

### Skills

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- Cash Handling
- Computer Skills
- Conflict Management
- Law Enforcement
- Security
- Surveillance