



Shaiona Lundeen

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PROFESSIONAL SUMMARY

Talented security professional skilled at conducting building patrols, securing entrances and exits and keeping visitors under constant surveillance. Skilled in writing reports, updating records and handling simultaneous tasks in fast-paced settings.

SKILLS

- Report Writing
- Active Listening
- Superb Surveillance Skills
- Fire Safety Regulations
- Critical Thinking

WORK HISTORY

SECURITY OFFICER

07/2021 to CURRENT

Securitas Security Services USA | Fort Collins, CO

- Oversaw daily monitoring and patrolled buildings, grounds, and work sites.
- Wrote detailed reports on property damage, theft, presence of unauthorized persons and unusual incidences.
- Reported irregularities such as fire and safety hazards to maintenance.
- Oversaw entry and exit of up to two hundred employees and visitors daily.

MAIL CARRIER

01/2021 to 07/2021

United States Post Office

- Sorted and placed mail into mailboxes and post office boxes with high levels of accuracy.
- Loaded and secured items in trucks to avoid damage to parcels during delivery.
- Used portable devices to maintain system records by scanning items delivered to homes and businesses.
- Inspected truck equipment and supplies and reported problems and safety hazards to supervisors following each shift.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Worked flexible hours; night, weekend, and holiday shifts.

EDUCATION

Associate | Biology

Front Range Community College, Fort Collins, CO

Chautauqua High School, Big Bear Lake, CA

02/2017

