

ShaRon Woodson

Saint Paul, MN

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WORK EXPERIENCE

Supply Assistant

American Red Cross - West Saint Paul, MN - January 2015 to Present

Responsibilities

assisting with distribution of equipment and supplies for blood drive collection's

Skills Used

orders picking , recording serial numbers, time management to meet deadlines.

Temporary Worker

Adecco - Saint Paul, MN - July 2014 to Present

Responsibilities

Various responsibilities

warehouse work , call center, and security work.

Central Station Operator

Checkview security - Chanhassen, MN - August 2006 to February 2014

Responsibilities

Monitor burglary / intrusion, fire and holdup alarms ; and dispatch authorities on alarm events . Assist customers with inquiries on alarm handling , update account information and clarification of alarm handling instructions .

Skills Used

Data entry: updating account information and event logs.

Dispatching: responding to alarm events burglary , fire and holdups.

Troubleshooting: assisting customers and technicians with alarm handling issues

Customer service: adjusting accounts according to customers standards.

Computer : accessing the alarm companies system for data entry , alarm monitoring , troubleshooting information, inbound and outbound calls .

Interpersonal : communicate with coworkers in different departments to get the job done.

Security Officer

American commercial security - Minneapolis, MN - January 2001 to August 2004

Responsibilities

Monitored property, cameras, motor patrolled property perimeters, foot patrol . Also keeping daily reports and logs; answering phones, using radio communication.

EDUCATION

GED and HBI home builders trade

Cleveland job corp - Cleveland, OH

2000 to 2001

Applicant Name: Ma Sharon Woodson Date: 9/11/15

Interviewer: Maby Arias.

1. How did you hear about Corporate Management Group? Ad? Referral?

Indeed

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?

How about email?

952 220-8733

3. (+/-) What are your pay expectations? (Make sure to explain our pay structure)

\$ 9.50

4. (+/-) What shift(s) do you prefer to work?

1st shift weekend's only.

5. (+/-) Are you available to work weekends?

yes.

6. (+/-) How do you plan to get to and from work?

Busline, Ride, Walk. (Ride is always available)

7. (+/-) Tell me about what you did at (Pick a previous position listed on application)?

Red Cross.

• Why did you leave that position?

• If relevant - Why were you terminated?

Present

N/A.

8. (+/-) Have you ever made a mistake while at work? Yes.

How did you handle it? admit to it.

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions? NO

What did you do? Always keep Busy.

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? (It does not eliminate them from opportunity we want to make the right match) None.

11. Preparation 9

12. Comprehension 8