

Anthony J. Berlenghi

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Profile

Detail-oriented professional with outstanding problem solving skills who thrives in fast-paced environments. Ability to effectively multitask and meet strict deadlines while maintaining high quality standards. Remarkable adaptability, efficiency, and determination.

Skills

- Excellent verbal and written communication skills
- Able to succeed both independently and in a team based setting
- Strong organizational and deductive skills
- Well versed in computer software and hardware
- Comprehensive knowledge of network architecture, TCP/IP and OSI networking models, and common network protocols
- Fundamental understanding of the three core information security concepts: confidentiality, integrity, and availability
- Experienced in Windows, Mac, and Linux operating systems
- Proficient in Microsoft Office and Google Workspace

Certifications

- Google IT Support Professional Certificate
- American Safety and Health Institute CPR, AED, and Basic First Aid Certificate

Experience

Allied Universal Security Services – Sunnyvale, CA

September 2018 – July 2020

Emergency Services Dispatcher (Lockheed Martin)

- Represented the department and served as the primary point of contact for employees while using interpersonal skills to handle a variety of phone calls ranging from general inquiries, calls for assistance, and emergency calls
- Attentively monitored and operated multiple different alarm systems simultaneously and dispatched the proper personnel when issues occurred
- Generated and filed detailed reports regarding daily operations and events, alarm responses, system discrepancies, and work orders
- Responded appropriately to emergency scenarios such as medical emergencies, fires, hazardous and radioactive material incidents, bomb threats, and active shooter situations

Securitas Security Services – San Jose, CA

December 2017 – August 2018

Security Officer (ServiceNow)

- Upheld a physical security presence and maintained access control to restricted areas
- Responded to emergency medical situations and administered first aid as needed
- Assisted with the development of new standard operating procedures

San Jose Peace and Justice Center – San Jose, CA

February 2017 – September 2017

Intern

- Performed general administrative duties and managed donations made to the organization
- Implemented a cloud based file system to improve organization, continuity, and accessibility
- Collaborated with the Mexican consulate to provide immigration services

Self-employed – San Jose, CA

October 2010 – January 2017

Computer Technician

- Provided computer maintenance, repair, troubleshooting, and virus removal services
- Installed Windows and Mac operating systems, drivers, and software
- Consulted with clients to determine the best solution for their needs

Education

San Jose State University – San Jose, CA

August 2012 – May 2017

Bachelor of Science in Justice Studies