

# Charles Oxborrow

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## SUMMARY

I am seeking a position to provide service, and broaden my experiences and skills. I strongly believe the best way to conduct oneself is ethically and honestly.

## EXPERIENCE

### **Securitas, Bellevue WA - Security Supervisor**

*October 2018 - Current*

- Provide supervision of officers to properly perform all duties required.
- Appropriately respond to emergency situations, as well as medical incidences.
- Train and schedule officers as necessary.
- Know campus policies and procedures and lead and enforce them within position limits.
- Inspect and perform dual-entry of drayage physically and electronically.
- Utilize database management functions: mass update, dispatch history, asset inventory and system reports.

### **Green River College, Auburn WA - IT Support**

*September 2013 - June 2014/ December 2019 - April 2020*

- Install and configure computer hardware, software, systems, networks, printers and scanners. Monitor and maintain computer systems and networks.
- Respond in a timely manner to service issues and requests.
- Provide technical support across the company.

### **Josephine's/ H.A.C., Bellingham WA - Nurse's Aide**

*November 2015 - September 2018*

- Work closely with nurses and medical staff to ensure that a patient is provided basic care on a daily basis.
- Perform basic technical skills including: vital signs; fluid input/output; applying dressings; administering treatments as directed.

## EDUCATION

### **Green River College, WA — BAS of Business Management**

*Graduating 2021*