**Shayeq Bahawi**

(925) 301-3834 | sh.bahawi@gmail.com

7000 Sunne Lane Apt 302 Walnut Creek California 94518

**Skills**

* Knowledgeable in Microsoft Office Programs
* Ability to multi-task various tasks in a quick and efficient manner
* Excellent communication and interpersonal skills
* Specialize in completing all work to exact specifications and requirements
* Bilingual Farsi and English

**Experience**

1/2017 – 02/2018 **Security Officer**

*HSS Security Company - John Muir Health Center* – Walnut Creek, California

* Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry
* Obtain help by sounding alarms
* Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers
* Maintain environment by monitoring and setting building and equipment controls
* Ensure the security, safety and well-being of all personnel, visitors and the premises
* Provide excellent customer service
* Respond to emergencies to provide necessary assistance to employees and customers
* Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations

02/2011 – 12/2015 **Local Assistant Manager**

*US Army -* COMISAF Advisory and Assistance Team (CAAT) – Kabul, Afghanistan

* Mediator between U.S Army and drivers/ translators
* Prepared schedules for drivers and translators
* Created and responded to emails sent out to U.S Army supervisors as well as managed mailings of trip schedules for all employees
* Assured drivers are aware of daily schedules and salary
* Confirmed that vehicles arrived at designated times and were properly maintained for departure

02/2010 – 01/2011 **Computer Operator**

*Technologists Inc* – Kabul, Afghanistan

* Prepared data for computer entry by compiling and sorting information
* Oversee maintenance and operation of computer hardware systems
* Managed and overlooked schedules
* Conducted survey reports
* Word and excel usage (Entering numbers of GPS [Miles/Heights])
* Translated schedule print outs as well as specific assignments on daily tasks

01/2007 – 12/2009 **Admin and Finance Officer**

*GAUFF Ingeneiure / Funded by the World Bank* – Kabul, Afghanistan

* Budget implementation/ expenditures with the relevant departments; including preparation of Budget documents.
* Financial recordings.
* Reviewing and finalizing budget performance reports.
* Preparing budget performance submissions - regular/special financial Reports and statements as required (such as daily, weekly, monthly, quarterly and annual reports to FM.);
* Creation and improvement of filling system according to the company norms and standards.
* Having full knowledge of financial Rules and Regulations / Procedures of the Gauff company related to Program Budgeting & Financial Management;

**Education**

2018 - Present **Psychology**

*Diablo Valley College –* Pleasant Hill, California