

# Ruben Daniel Burrell

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## Summary of Skills

- Trained in HIPPA and PII
- Proficient team lead
- Keen judgment and contributing team-player
- Quick decision-making and decisive in emergency situations
- Exceptional customer service skills
- Excellent writing and communication skills
- Adaptable in all security environments
- Organized and detail oriented including writing reports
- Excellent computer network skills
- Quick-study learning new programs and processes
- Proficient in the following Microsoft Office Word, Excel, Outlook, PowerPoint, Vision, Poco Systems, CCTV systems, HID Prox access systems and Safes scheduling and access programs
- Multi-tasking with little or no supervision

## Professional Experience

Southcoast Welding & Manufacturing LLC, San Diego CA      November 2018- October 2019

### Security Administrator

- Processing, maintaining, and verifying personnel records background requirements in at least three states for over 600 employees with the utmost care for security of personal and classified data.
- Managing employee access to various U.S. Navy Vessels and facilities in compliance with state and federal laws. Request information to ensure complete and accurate documentation and revising lists as changes arise.
- Maintaining work schedules, payroll processing, time off requests, sick time and background check results.
- Researching and writing concise, clear and informative reports.
- Update and implementing all policies and procedures.
- Updating all clearances, citizenship statuses and title changes on employee roster.

Securitas, San Diego CA

December 2011- October 2018

### Security Supervisor

- Managing approximately a hundred sites in San Diego county, such as SDG&E, Kaiser Permanente, Scripps and the US Navy.
- Coaching and inspecting all security officers to ensure we are in compliance with all site policies.
- Scheduling to ensure no losses in coverage.
- Responsible for establishing new accounts.
- Liaison with clients, officers and local police departments.
- Maintaining a courteous and professional demeanor with all staff and guests.
- Researching and writing concise, clear and informative reports.
- Update and implementing all policies and procedures.
- Maintaining and servicing company vehicles.
- Always maintaining a safe environment for all company locations.

Education and Training

ITT Technical Institute  
National City, CA 91950

March 21, 2011 – September, 2013

*Associate's Degree in Computer Networking Systems completed September 2013.*