

**Benethea Hardin**

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**Objective:**

To continue to grow and develop in both knowledge and skill sets in the field of counseling or protection of others

**Experience:**

**Trademark Venues  
Security Officer**

- Worked as a prevention of issues at weddings
- Ensured state laws were being upheld
- Interacted with guest and answered questions when needed
- Gained familiarity with the service industry
- Directly worked with managers and coordinators to ensure timelines were being met
- Observed all guests from counts of 60 to 300
- Ensured no property was damaged or misplaced during events

**Allied Universal**

**Security Officer at Palomar Airport: September 2018- Current**

- Ensured proper protocol inside and outside Airport Operations Area
- Conducted patrols of outer perimeter of Airport Operations Area
- Escorted individuals to and from their private aircrafts
- Data entry/Documented concerns and presented them to supervisors
- Worked all posts and filled in where needed
- Provided customer service to pilots and airport customers
- Worked in Security Operations Center watching cameras and dispatching help when needed
- Archived camera footage and saved and downloaded on discs when needed

**Marine and Family School Age Care Center**  
**Program assistant/ Lead: May 2014-August 2018**

- Prepared site for accreditation
- Coordinating staff/classroom schedules
- Type/ coordinate Lesson plans
- Collections
- Filing appropriate paperwork
- Accountability sheets for students/staff
- Dispensed Medications to students when necessary
- Detailed documentation
- Training new staff
- Conducted Orientations for incoming students
- Lead staff meetings/huddles
- Organized/set up special program events
- Answering phones
- CPR/First Aid certified
- Data entry into computer
- Counseled youth through rough transitions

**Strengths**

- Leadership Skills
- Computer Skills
- Communication
- Work well independently and with others
- Work efficiently/ professionally in stressful situations
- Eager/ willing to learn new skills to grow in field that caters to protecting and helping others
- Quick learner

**Education**

San Juan Adult School Graduate

