

Lnfooster100@gmail.com
(407)902-4406

Logan Foster
Administrative Assistant

14126 Econ Woods Lane
Orlando, FL 32826

Allied Universal

851 Trafalgar Ct Suite 150W, Maitland, FL 32751, (407) 513-9961

Security Officer Job Duties:

- High Rise security professional for the SunTrust Center.
- Schedule with staff to eliminate overtime.
- Enforce policy implemented by property management on a round the clock basis.
- Manage access control system with ID badges and keys.
- Monitor the site using CCTV.
- Admit contractors and visitors with proper documentation.

Contemporary Services Corporate (CSC)

3670 Maguire Blvd #100, Orlando, FL 32803, (407) 872-7444

Security Guard Job Duties:

- Manage crowds and security for Celebrity appearances, National Sporting events and corporate gatherings.
- Grant access to attendee based off of pass level. Supervise staff and train them on the screening process.
- Improve incident response time through proper planning and walky-talky communication.
- Event locations include; the CFE Arena, the Spectrum Stadium, the Hard Rock Live Orlando, Orlando City Soccer stadium, the Orange County Convention Center and many other locations in the State of Florida.

Cricket Wireless

Elite Wireless

3801 W Lake Mary Blvd #125, Lake Mary, FL 32746, (407) 732-6372

Sales Associate Job Duties:

- Present Cricket Wireless cell phones, products and services to customers in the Central Florida area.
- Account management skills lead to a 125% increase in annual sales.
- Advertise on a local scale through sponsorships, online marketing and advertisements.
- Work closely with managers, district managers and indirect sales representatives to take the company to the next level.
- Assist with administrative documents, emails and reports. Use POS system to activate customers on the network and monitor sales progress.

Education

Valencia College
Associates of Arts

Skills

Microsoft Office Certified: Word, Excel, PowerPoint and Outlook.

Types at 36 Words per minute