

Yaniv Moreno

Medical Terminology , Knowledge of OSHA, HIPAA , Cashier ,Security, Fast food restaurant, Surgical Technologist, Customer service , Receptionist, Data entry , team lead , supervisor , Manager .

Alexandria, VA 22304

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Language : English, Spanish

Available to work : Any time/ open

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Front Desk Receptionist

AlliedBarton Security Services, Tyson Tower - McLean, VA

Check I.D. , permitting or deny visitor, monitoring delivers at a loading dock , inventory and control of facility keys, check the building to make sure everything is in place. Front desk, receptionist,help tent within the building, or customers , work on the computer, Microsoft , spreadsheet, check emails and respond back to the tents, Driving and foot patrol of interior and exterior areas of assigned locations

Report suspicious activities and persons

Write detailed narrative reports, maintain daily activity reports

Respond to emergency situations requiring security assistance

Access control through an admittance process

Check for unsafe conditions, hazards, unlocked doors, and security violations.

Give access to contractors at the loading dock ,

Help customers with parking , make sure everything is good with there parking .

Make sure there no theft at the the garage.

Answer phone call , direct them to the right tenet.

Work on Microsoft , spread sheet ,

directing visitors to their destinations,

Ambassador, TSA

AI Clear - Virginia - July 2016 to October 2016

I work with TDC and TSA , for a company called ai clear at the airport.CLEAR is a cutting edge biometric technology company that brings the future of travel to passengers. Found in a nationwide network of airports, CLEAR is revolutionizing the travel experience with our secure identity platform. This platform uses biometrics (fingerprints and iris scan) to strengthen security and to redefine the consumer experience.

Server

McDonald's - Alexandria, VA - June 2016 to August 2016

Receptionist/Administrative Assistant Receptionist

Miami University hospital - Miami, FL - May 2012 to October 2015

Answering multi-line phone system, greeting visitors entering office for information or assistance, maintaining and organizing files and records, provide administrative support to staff as needed and other duties as requested.Dealing with client's cancellations and confirmation of appointments and recording

and passing on messages to counsellors promptly.
Enter and update client's data onto the computer systems

Lead Department Associate

TOY'S R US - Miami, FL - October 2013 to May 2014

Responsibilities

Customer service , find orders in the back warehouse, organize the store, cashier, help customers order through the computer, baby registry,inventory,Microsoft,data entry, receptionist

Assistant manager

Asp (tutoring) - Miami, FL - April 2007 to January 2010

Manage front end administrative office

Hire, train, schedule and supervise part-time teachers

Monitor daily center activities

Review student programs and ensure academic achievement

Instruct students

Participate in local marketing activities to help grow your center's tutoring and test prep business. Work on Microsoft office , receptionist, travel, paper work,customer service, data entry.

EDUCATION

Associate in Surgical technologist

Southeastern college - Miami, FL

2013 to 2015

CERTIFICATIONS/LICENSES

DCJS security license