

COMMISSIONED SECURITY OFFICER COMMISSIONED SECURITY OFFICER COMMISSIONED
SECURITY OFFICER - Espada Security Services, LLC San Antonio, TX Work Experience
COMMISSIONED SECURITY OFFICER Espada Security Services, LLC May 2017 to Present
Perform daily inspection and ensure compliance of hotel security and safety requirements and
procedures in order to protect hotel property, employees and guests against theft, crime, threats and
safety hazards. This may include and is not limited to: patrolling and inspecting assigned areas to
include all public areas of the property including meeting rooms, entrances and outside building and
grounds; monitoring and checking areas for unauthorized persons, unlocked doors and fire and
safety hazards and document all actions. Maintaining the Security procedures and audit/department
logs that may include lost and found, storing guests' valuables, key control, emergency procedures,
health and safety hazard procedures for all employees and guests. Ensuring all guest room doors
are secured. DATA ENTRY/SCHEDULING Pyramid Consulting February 2017 to March 2017
Spectrum/Charter Communications (Pyramid Consulting) Ensured that customers receive the best
service possible through processing orders, preparing general correspondence and coordinating
with other functions as required. Quality checked all Core order types in Salesforce.com for
accuracy and policy adherence and accurately enters these orders into the billing system. Cross
referenced all Commercial Service Agreements with Salesforce.com database to ensure Sales
Order accuracy and adherence to regional and corporate policies and procedures. Adhered to
productivity standards to ensure all orders are handled in a timely and efficient manner. Applied
appropriate stages, statuses, and comments to all Service Requests/Opportunities - throughout the
life of the order - when applicable. Prioritized work in accordance with intervals and/or Customer
Requested Due Date. Proficiently set up appropriate charges for commercial accounts and
discounts for long-term service agreements. Accurately completed additional duties as assigned, in
a timely manner. Performed other reasonably related business duties and special projects as
assigned by the supervisor and other management as required TRACKING AGENT/ DATABASE
ADMINISTRATOR Choice Staffing November 2016 to December 2016 Eligibility Tracking
Calculators (Choice Staffing) Data collection, formatting, data entry, analysis of employee benefits

information of multiple companies to determine Health Benefits Eligibility using Microsoft Excel

RESEARCH ANALYST KLD Associates April 2015 to June 2016 Data collection on traffic safety issues, crash reconstruction for injury analysis, and data entry and analysis of Police Accident Reports into National Department of Transportation database

DATA ANALYST Dahill (Selectstaff) November 2014 to February 2015 Responsible for assuring the integrity of project data, including data extraction, storage, manipulation, processing and analysis. Processing data using VLOOKUP formula development, Pivot Table generation, and Pivot reporting.

REGISTRAR American Dental Association October 2014 to October 2014 Responsible for registering delegates, Registration Fee collections

Data Entry, Material Distribution

RM-BPO ORDER ENTRY DATABASE ADMINISTRATOR Accenture August 2014 to September 2014 Data entry using JD Edwards software, Created charts and Excel reports, Imported and exporting compliance blueprint/specification documents, Recommended solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications

Achieved Supply Chain Buyer Certification

DATABASE ADMINISTRATOR DATA INTERFACE COORDINATOR Alion Science and Technology March 2014 to April 2014 Building and maintaining databases using Oracle and Microsoft Access, Recommended solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications

DATA INTERFACE COORDINATOR EAM ADMINISTRATIVE ASSISTANT Zachry Industrial October 2013 to January 2014 Energy Transfer, LLC October 2012 to May 2013 Created training module design using Infor EAPK, Assisted with creating and maintaining Reports using Cognos software, Updated and tracked changes in data using Enterprise Asset Management Software, Acquainted and trained new employees with office procedures

Education BS in Information Systems Database Development and Management Strayer University - San Antonio, TX 2011 AS St Philip's College - San Antonio, TX 1998 Skills Data integrity, Data modeling, Database, Database design, Document management, Metadata, Crm, Filing, Arrangements, Desktop publishing, Publishing, Microsoft office, Bookkeeping, Strategic planning, Customer relationship management, Client relations, Relationship management

Additional Information SKILLS Microsoft

Office (All Versions) Verbal & Written Communication Customer Relationship Management (CRM)
Systems Strategic Planning Client Relations Desktop Publishing Document Management
Competent at filing and updating records Adept at making travel and accommodation arrangements
Working knowledge of bookkeeping tasks Special talent for researching and analyzing data
effectively Data Modeling and Database design Metadata Management and Repository Usage
Database Schema Creation and Management Database Backup and Recovery Ensuring Data
Integrity

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