Employment History

Rite aid customer support center – Dayville, CT

Order Selector, August 2011 to November 2011

* Prepare incoming work orders – select and pack inventory of products, fill work orders and distribute bins to assembly line

KELLY SERVICES – Moosic, PA

Mail Clerk, March 2011 to June 2011

* Prep/sort, copy, and identify claim form documents
* Data entry - repetitive data entry, check work for errors
* Perform pre-export audit
* Process and package/box claim form documents for FedEx delivery

SECURITAS SECURITY SERVICES USA, INC. – Dunmore, PA

Security Officer, October 2009

* Monitor inbound/outbound traffic and verify seals on tractor trailers
* Perform vehicle/foot patrol and inspection services in distribution center, storage lot, staging area
* Perform fire patrol and equipment checks
* Monitor access of employees, contractors, and visitors utilizing CCTV
* Inspect bags and packages

SECURITAS SECURITY SERVICES USA, INC. – East Hartford, CT

Security Officer, March 2008 to September 2009

* Monitor inbound/outbound traffic and verify seals on tractor trailers
* Perform vehicle/foot patrol and inspection services in distribution center, storage lot, staging area
* Perform fire patrol and equipment checks
* Monitor access of employees, contractors, and visitors utilizing CCTV
* Inspect bags and packages
* Perform office duties – produce reports, maintain daily inbound/outbound traffic logs

Danielson superior court – Danielson, CT

Intern, May 2007 to October 2007

* File and review small claims and housing, motor-vehicle, and criminal files
* Observe both hearings and court trials
* Perform clerical and administrative tasks – data entry, photocopy files, work with computer databases such as CR39
* Assist with special projects – computer destroy out dated small claims and housing files, alphabetize and move sealed criminal files to vault

WALMART STORES, INC. – Putnam, CT

Sales Associate, June 2001 to August 2005

* Provide prompt and friendly service to customers
* Unload freight, merchandise stock
* Perform price changes for weekly sales
* Repair and replace watch bands and batteries
* Perform order entry

Education

Central Connecticut state university – nEW BRITAIN, CT

Bachelor of Arts Degree in History, Criminology and Criminal Justice, May 2008

Quinebaug valley community college – danielson, ct

Liberal Arts and Sciences, 2003 to 2005

(Transferred 61 credits to Central Connecticut State University, no degree attained at Quinebaug Valley Community College)

WOODSTOCK ACADEMY – WOODSTOCK, CT

High School Diploma, June 2003

Skills

Proficient in Microsoft Office products (Word, Excel, PowerPoint, Works, Publisher), typing skills of 45 WPM