**Diane Moura**

**55 Garden Street East Hartford, CT 06108**

**860-212-5367,** [**dn\_moura@yahoo.com**](mailto:dn_moura@yahoo.com)

**Objective:** To obtain a position that I can use my past experiences and social skills to obtain a new career.

**Education:**

**Manchester Community College**, Manchester CT 2011 Early Childhood Education- still attending

**Educational Training of Wethersfield**, Wethersfield, CT 2007 Nurses’ Assistant certification

**East Hartford High School**, East Hartford, CT 2000 High school diploma

**Certifications:**

Nurses Assistant Certification 2007 Certified State of CT Guard 2005

**Skills and Knowledge:**

* Observing situations and decision making, planning and organizing
* Verbal and written communication, fluent in both English and Portuguese
* Ability to train others, able to multitask
* Basic computer skills

**Work Experience**

**Securitas Security Services**

380 Union Street West Springfield, MA 01089 10/11-present

An industrial park that has been hit by the 2011 tornado

**Security Supervisor**

* Patrols assigned areas on foot or by vehicle checking for fire hazards, vandalism, theft, and suspicious activity or persons
* Assists and escorts persons in building or on grounds needing directions
* Responds to alarms and dispatched calls
* Contact police, fire department, and other important personnel in case of emergency

**Securitas Security Services**

**ABB INC.** 100 Lamberton Road Windsor, CT 0609507/03-09/11

**Security/receptionist**

* Light clerical duties; answering and transferring calls, faxing, printing, mailroom, shipping and receiving
* Answer alarms and investigate disturbances, report verbally and written
* Monitor and authorize entrance and departure of employees and other persons to guard against theft and maintain security of premises; make sure equipment is signed in and out for
* Contact police, fire department, and other important personnel in case of emergency
* Knowledgeable of security and fire procedures

**Shoprite** 214 Spencer Street Manchester, CT 0604010/05-present

**Closing cashier**

* Operate the cash register, payment processing equipment, and scanners
* Advise customers on sale purchases and provide excellent customer service
* In charge of making sure all back shop and perishables get put back on the shelves or coolers
* Making sure the store is clean and ready for the next operating day
* Always going the extra mile for the customers

**\*References available upon request**