Mcclifford Genois
Investigator

Brooklyn, NY - Email me on Indeed: indeed.com/r/Mcclifford-Genois/1433114e49b06ec3

To put my knowledge, skills and experience in government or law enforcement.

WORK EXPERIENCE

HR Manager
US ARMY - Staten Island, NY - January 2013 to Present

Responsibilities
- Responsible for personnel and admin support of number personnel
- Serves as a SME and advisor of all personnel functions
- Manages, processes, and coordinates admin tasks pertaining to personnel accountability
- Processes needed updates to Soldiers electronic files
- Strength management, evaluations, awards, promotions, and legal actions
- supervises, mentors, and is accountable for the health, welfare, morale, training, and actions of two Soldiers

Investigator
Nwi investigative group - Brooklyn, NY - June 2011 to January 2014

Responsibilities
Locating Subjects of assigned investigations
Conducting covert observations of the Subject (Both Stationary and Mobile Surveillance)
Recording Subject activity on video a recording device
Preparing a written descriptive log of observations (Surveillance Report)
Uploading Video Evidence and Surveillance Reportr

Customer Service/Airport Operation
Delta Airlines - Queens, NY - July 2006 to January 2013

- Provide technical/operational support to Operation.
- Reports all security related issues to leadership
- Create short and long term business strategies to react to changing market conditions and generate results
- Maintain knowledge of competitive landscape and react to potential threats and opportunities
- Regularly achieve 100% or better of stated goals and objectives regardless of the external economic climate

Claims Specialists/Data Entry
Tower Group Companies - Manhattan, NY - September 2009 to December 2009

09/09-Temp
Monitor claim files, exception reports, and supervisor reports to ensure unit's
adherence to company claim procedure and guidelines.

Customer Service/Ground/Airport Operation
JetBlue Airways - Queens, NY - June 2006 to November 2008

- Provide technical/operational support to Operation.
- Reports all security related issues to leadership
- Create short and long term business strategies to react to changing market conditions and generate results
- Maintain knowledge of competitive landscape and react to potential threats and opportunities

• Regularly achieve 100% or better of stated goals and objectives regardless of the external economic climate

Customer Service/Data Entry and Records Clerk

Flatbush Medical Height   -   Brooklyn, NY   -   February 2004 to September 2005

• Performs data entry processes into a database
• Performs assigned tasks and projects
• Processes special and recurring reports and administrative records
• Verifies and corrects information, codes and account numbers as necessary
• Stores or disposes of obsolete files when appropriate
• Assists with laboratory work process
• Assists in auditing records for ongoing compliance with medical records standards
• Assists patients with transportation arrangements.
• Ensure complete and accurate data entries into system
• Performs other duties as assigned
• Prep documents for scanning
• Indexing documents
• Prepares lab slips and tubes for routine and non- routine blood work
• Centrifuges the blood or refrigerates according to laboratory specifications after the draw is completed; Packs the box for shipment and then direct these to the appropriate laboratory as required
• Monitor claim files, exception reports, and supervisor reports to ensure unit's adherence to company claim procedure and guidelines

EDUCATION

MS in Criminal Justice, Homeland Security

Saint John's University   -   Queens, NY
2003 to 2015

BS in Business Management

Devry University   -   New York, NY
2012 to 2013

Certificate in Professional Private Investigator

Allied Business School   -   Laguna Hills, CA
2010 to 2011

AAS in Computer Information System

Queens Borough Community College   -   Bayside, NY
2005 to 2007

SKILLS

Computer, information system, combat

LINKS

https://www.linkedin.com/profile/view?id=200551139&trk=nav_responsive_tab_profile

MILITARY SERVICE

Service Country: US
Branch: US ARMY
Rank: SGT
August 2005 to Present

AWARDS

NCO Academy
August 2013

ADDITIONAL INFORMATION

COMPUTER SKILLS:
MS Word, Excel, PowerPoint, Access, Windows 98/NT/ME/XP. Desktop support/ Help
Desk analysis/ Advanced Knowledge of (install and troubleshoot windows, Hardware,
software and printers). Programming: COBOL, C++. Visual basics, Website design, Front
Page, Java. Installation and Basic Configuration of Linux. Wireless Home Networking.
Wireless LAN Technologies and Application Software. IT Help Desk Support.