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Citizenship: US

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### **Education**

George Mason University # 122 Quarter Hours Completed # Criminology Law & Society December/2018  
Northern Virginia Community College # General Studies December 2015

**Work Experience:** Criminal law and society graduate with over 12 years of work experience cultivating strategic relationships with cross-functional internal and external clients in diverse environments. I am a professional pivoting to a software development role.

### **Skills**

My SQL  
MongoDB

### **Languages/Technologies**

HTML/CSS  
JavaScript/jQuery  
Responsive Design  
Bootstrap  
Handlebars  
Local Storage, Session Storage, Indexed DB  
React.js

### **Armed Uniformed Protection Officer**

Inter-Con Security  
From: 04/13/20  
Hours per week: 36 hrs/w

To: Present

#### **Duties:**

Engaged Armed Uniformed Protection Officer in conducting security operations in effort to prevent criminal activity. Performed wide variety of duties including screening personal, monitoring controlled areas for suspicious activities and conducting foot patrol around secured perimeters. Identify issues that help sway away suspicious behavior. Coordinates any issues concerning security threats with management.

- During my training period I managed how to effectively engage and prevent security threats.
- The ability in working in a high paced environment enabled me to act responsibly and efficiently.

### **Purchasing Agent**

Pisces Healthcare Solutions  
From: 03/13/17  
Hours per week: 40 hrs/w

To: 2/14/2020

#### **Duties:**

Team Player for a Service Disabled Veteran Owned Small Business. Researches and analyzes new products available for medical services, providing data for material needed for ensuring that stock/inventory is up to date. Builds constant relationships with new vendors and negotiates with purchasing bulk quantities to save the company money. Manages purchase order discrepancies and monitors products are being made on time for delivery. Identify top selling products through the Pisces database. Coordinates any invoice discrepancies with accounting to ensure payment is made on time. Manages inputting new vendors, items, and pricing into Pisces Database. Assist with allocating government contract items for the Government Specialist team member. Manages finding replacement products for items that have been discontinued.

- During my training period I managed how to operate the Pisces purchasing data base.
- Created purchasing procedures to enhance inventory assists and regulations for the job.
- Demonstrating the ability to understand purchasing operations enabled me to manage inventory for two warehouses in the U.S.

### **Gallery Host**

Hyatt Place

From: 10/11/2013

To: 03/11/17

Hours per week: 40 hrs/w

#### **Duties:**

Promoted rapidly through increasingly responsible positions such as security assistant, housekeeping and lead usher. Earned recognition from senior management on consistent basis for excellent performance. Performed wide variety of job duties, including front desk/reservations, concierge, banquet houseman and banquet serving on behalf of full service hotel and restaurant with banquet facilities. Assisted guest by checking them in and ensuring that their requested needs were met. Responsible for properly maintaining quality control of meals served to guests; and drove shuttle van to and from Dulles International Airport.

- During my training I was able to create an environment where making people feel welcome was a top priority.
- Gathered material intended to provide observation and information to decision making purposes.

### **Front Desk Supervisor**

Marriott Towneplace Suites

From: 11/26/2012

To: 05/3/2013

Hours per week: 40 hrs/w

#### **Duties:**

Supervised front office functions of hotel such as receiving and handling guests. Supervised up to five people per shift. Provided customer service experience of high quality to all guests and employees alike. Managed stock control and attended to cash discrepancies. Prepared work schedule and allocated responsibility to staff as per direction.

- The ability to be trained as a supervisor enabled me to be responsible for supervising staff and supervising hotel operations within a diverse workforce.
- My work ethics provided me techniques to strive in challenging and stressful environments

### **Front Desk Host/Cashier/Dessert Baker**

The Cheesecake Factory

From: 11/25/2008

To: 11/07/2012

Hours per week: 40 hrs/w

#### **Duties:**

Trained new employees, following outlined training agenda, and organizing and filing training material. Greeted guests in warm and professional manner while accommodating their needs and ensuring they were seated promptly. Managed clean and organized front desk, updating lost and found binder, maintaining reservation box and keeping hiring files current. Answered multiline phone system, providing information about company services and directing calls to appropriate parties.

- The ability to multi-task in a high pace environment enhanced my abilities and organization to deliver improved performance and results.