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Work Experience: I am a professional pivoting to a software development role. Detail oriented team leader with over 12 years of work experience cultivating strategic relationships with cross-functional internal and external clients in diverse environments. Self-motivated team player with proven success managing multiple simultaneous projects and tasks. Highly disciplined quick learner and analytical problem-solver with exceptional interpersonal, organizational and communication skills.

Education

B.S. Criminology Law & Society

Minor: Intelligence Analysis

George Mason University

Fairfax, Virginia.

General Studies, A.S.

Northern Virginia Community College

Annandale, Virginia

Certificates

GW Coding Boot Camp Full Stack Development Program

Skills

Databases

- My SQL
- MongoDB

Languages/Technologies

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

Employment History:

Access Control Specialist

Dorreaan

From: 2/1/21 To: Present

Hours per week: 40 hrs/w

Duties:

Monitor access to employees from entering restricted areas. Ensure employees have the proper clearance and visitor access request to enter the building. Program badges according to clearance level of the employee. Conduct background checks according to security protocols.

Armed Uniformed Protection Officer

Inter-Con Security

From: 04/13/20

To: 2/19/2021

Hours per week: 36 hrs/w

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.

Purchasing Agent

Pisces Healthcare Solutions

From: 03/13/17

To: 2/14/2020

Hours per week: 40 hrs/w

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.

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.

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.

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.