

Kaitlin Jenkins

Jackson, TN 38301

kaitlinjenkins92@gmail.com

+19312419543

Professional Summary

Seeking a security, data entry or customer service related position where my exemplary organizational skills, ability to prioritize competing demands, and team orientation, as well as ability to relate well with others, personality and attention to detail will be utilized.

Authorized to work in the US for any employer

Work Experience

Stay at Home Mom

My Home-Jackson, TN

April 2023 to Present

I have not returned to the workforce since the birth of my daughter. I have been staying home to take care of her but am now seeking employment.

Armed Security Officer

West Tennessee Healthcare-Jackson, TN

July 2022 to April 2023

Deescalated situations with visitors, patients and employees. I responded to calls regarding security concerns in the hospital and patrolled the area. Drove the security vehicle to inspect assigned location, give authorized rides, jump start dead batteries, fill flat tires with air and help get into locked vehicles requested by the vehicle's owner. Documented any issues that might have occurred at the end of every shift. The job ended due to my decision to leave because of my pregnancy.

Armed Security Officer

Walden Security-Jackson, TN

May 2020 to June 2022

Checked all government issued identification of individuals coming onto the base and verified if they were allowed to enter, logged incoming\outcoming delivery trucks onto the log book, and patrolled the entire area to screen for any potential trespassers or threats. The job ended due to the contract expiring and not being renewed.

Security Guard

Allied Universal-Ashland City, TN

January 2017 to May 2019

Checked the identifications of all individuals coming onto the premise. Signed all visitors and contractors in on the gate log. Patrolled by walking throughout the area and driving the company security truck to ensure proper parking lot conduct.

Cashier

Fred's Discount Store-Clarksville, TN

January 2014 to November 2014

Maintained a clean and orderly cashier area, stocked assigned merchandise, priced items, and helped customers with any requests they might have had. Helped the store liquidate all inventory after the announcement of it going out of business.

Caregiver

Home Instead Senior Care-Jackson, TN

June 2012 to January 2013

Attended to client's everyday needs including medication reminders, personal care, serving meals, cleaning up their residence and laundry. Also, documented the time their medication was given, if any issues were encountered and how their mood and overall health was that day.

Car Hop

Sonic Corporation-Jackson, TN

May 2010 to September 2012

Took customer's orders, made drinks and ice cream, and delivered orders to customers

Education

High School Diploma

Gateway Christian School - Jackson, TN

September 2010 to January 2011

Skills

- Armed Security (3 years)
- Surveillance (5 years)
- Customer service (3 years)
- Cash handling (3 years)
- Unarmed Security (2 years)
- Computer skills (5 years)
- Log books (5 years)
- Data entry (5 years)
- Caregiving (1 year)
- CCTV (3 years)
- Meal Preparation (1 year)
- Senior Care (1 year)
- Typing
- Laundry
- Cleaning Experience
- Hospital Experience
- Driving (3 years)
- Security
- Cash register
- Microsoft Word

- Microsoft Excel
- Microsoft Powerpoint
- Communication skills
- Time management

Certifications and Licenses

Armed Security License

Assessments

Scheduling — Proficient

July 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Cleaner fit — Proficient

July 2022

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

Delivery driver — Proficient

May 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Warehouse safety — Proficient

July 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

March 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Mechanical knowledge — Proficient

July 2022

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.