Santana M. Reed

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**Objective:**

I’m seeking a challenging career where I can use my education and skills obtained during training to help me continue to accelerate throughout life.

**Education:**

* A.S Criminal Justice 2015- Graduated

Milwaukee Area Technical College, Oak Creek,

* High School Diploma -2007

Bloom Township High School, Chicago Heights, IL

**Career History**:

**Assembly Line, Rexam -1/07 to 7/09**

* Positions parts and subassemblies
* Reading measurements.
* Assembles components by examining connections for correct fit
* Verifies specifications by measuring completed component.

**Secretary, E. Heating and Air conditioning Inc 10/09 to 3/12**

* Receptionist
* Light filing
* Managed schedules

**Assembly line, Pentair 5/12 to 9/14**

* Assembling parts using power tools,
* Testing parts on multiple machines in a timely fashion.
* Packaging and shipping of part to the right buyers.
* Labeling the shipment correctly to ensure right delivery location.

**Armed security officer G4s secure solutions** **5/15 to 2/16**

* Patrol inside and outside of the building I was guarding
* Making sure that the areas were clear from harm
* Making sure the facilities didn't have any malfunctions
* Write or type up detailed reports of everything I did

**Flex Officer, Securitas 4/16 to 10/16**

* Patrol around buildings
* Monitor cameras and alarm system
* Write up detailed description of what I encountered on the shift.

**Time Warner Cable 4/16 to 10/16**

* Problem solving customers problems
* Billing and coding
* Sales of new products

**Correctional Officer, Department of Corrections 10/16 to 9/17**

* Ensure safety of inmates and staff
* Maintain order on general populations areas and in the prison
* Escort inmates to where they need to be (med trips, hospitals, different floors, etc..)

**Allied universal, Milwaukee County Transit Security 10/17 to Present**

* Ensure safety of bus operators and the public citizens
* Respond to call and determine the safest way to defuse the situation

**Genesse Lake School, Direct Support Professional 2/17 to 8/17**

* **Ensure safety of non-verbal children with autism**
* **Help regain life skills needed for independent living**

**More info Upon Request**