

Michael Young

Bloomington, CA 92316

michaelyoung6774_wz2@indeedemail.com

(909)685-5446

To seek a position where I can utilize and hone my skills while still serving a reputable company.

#readytowork

Work Experience

Security/Patrol Supervisor

Advanced Security

June 2008 to Present

Job Duties/Responsibilities April 2019

- Daily patrol of job sites to ensure clients values are satisfied
- Keeping record and making reports
- Evaluate and provide estimates to potential customers
- Ensure safety standards amongst employees and clients
- Display a high degree of honesty, loyalty, and integrity

Education

BA in Accounting

California State University San Bernardino

October 2018

AA degree in Accounting

San Bernardino Valley College

August 2011

Skills

- QuickBooks / Excel
- Leadership / Research Skills
- Professional Writing / Customer Service
- Sales 2+ years
- Accounting
- Security

Links

<https://www.linkedin.com/in/michealjyoung85>

Assessments

Filing & Organization — Highly Proficient

October 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/28aa7a9f481afbbaebd1cc4499c6e1fafeed53dc074545cb7>

Accounting Skills: Bookkeeping — Expert

June 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/84f816bc1a6cfe9291131eaa765c7ae0eed53dc074545cb7

Typing — Expert

May 2019

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_to_profile/335903a2f5fa556ea2a412a6f3d899cbeed53dc074545cb7

Scheduling — Proficient

October 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: <https://share.indeedassessments.com/attempts/ceed10639f121f5dab3b2d8994944fceed53dc074545cb7>

Written Communication — Familiar

October 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: <https://share.indeedassessments.com/attempts/b91bb625efc960df3edc4125e89ab7b0eed53dc074545cb7>

Filing & Organization — Highly Proficient

March 2020

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/a2504890471085c425ac512765b6850ceed53dc074545cb7

Verbal Communication — Highly Proficient

March 2020

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/ddb0a3ca09c7125218b65f03def5a25deed53dc074545cb7

Security Guard Skills — Highly Proficient

April 2020

Assessing risks, enforcing security standards, and handling complaints.

Full results: https://share.indeedassessments.com/share_to_profile/3f4db84936184376e67a2137485a4f4eed53dc074545cb7

Problem Solving — Highly Proficient

April 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/f8f446a924d363dcf9cd8e1fdf9a4c74eed53dc074545cb7

Supervisory Skills: Motivating & Assessing Employees — Proficient

April 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_to_profile/b91b929a37eb56dc053602e06acc962ceed53dc074545cb7

Memorization & Recall — Highly Proficient

April 2020

Committing product or merchandise information to memory and recalling it at a later time.

Full results: https://share.indeedassessments.com/share_to_profile/d48eb9d1877ae6156174dc5be22630abed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/0b4c94e43b29725325d34944c1f1676aead53dc074545cb7>

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