

VALENTINA M. RIVERA-ARRIOLA

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EXPERIENCE

Allied Universal Security, San Mateo – Security Officer

December 2019 - Current

- Secures premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points
- Completes reports by recording observations, information, occurrences, and surveillance activity
- Ensure safety of property and people
- Conduct patrols of premises and parking garage
- Access control: Sign in and administer badges/keys to appropriate people
- Answer questions and direct when necessary
- Check in packages in mailroom and administer mail/packages to appropriate people
- Cover shifts when necessary
- Report any findings and emergencies to supervisor

Covenant Aviation, SFO – TSA Agent

July 2016 - June 2018

- Command presence
- Inspect bags using x-ray equipment
- Conduct bag searches and locate and prohibited items
- Pat down passengers efficiently
- Instruct passengers on how to properly divest their property
- Check tickets & confirm ID authenticity
- Challenge anything suspicious/ask questions
- Test bags and luggage for explosive traces using special device
- Use of radio/walkie-talkie
- Secure post, never leave unsupervised

Boston Market, Daly City CA – Head Shift Supervisor

August 2014 - March 2016

- Open/Close store
- Do inventory/restock supplies
- Make sure dining area is clean
- Scheduling
- Cash handling, sometimes in large amounts
- Ensure customer satisfaction
- Monitor food quality
- Oversee 8-10 employees

SKILLS

- Exceptional customer service
- Hardworking
- Works well under pressure
- Multi-tasking
- Problem solving
- Can Do attitude
- Familiar with duties of security officer
- Team player
- Self starter

LANGUAGES

English and Tagalog

EDUCATION

Westmoor High, Daly City

August 2010 - March 2013

Serramonte Del Rey Adult School, Daly City — *GED*

October 2018

LICENSES/CERTIFICATIONS

BSIS GUARD CARD- Expiration: 06/30/2021