

Qualifications Highlights

- Effective verbal and written communication skills
- Detail-oriented, well organized, and computer literate
- Excellent good customer service skills
- Excellent understanding and research knowledge of the law
- Computer Skills include: Microsoft (Excel, Word, Outlook, Windows), QuickBooks, MediSoft

Education

Computer Career Connection, West Covina, CA **2004 – 2005**
Certificate in Computerized Medical Billing and Front Office Specialist
Certificate in Computerized Property Management Specialist
Certificate in Computerized Accounting Specialist

Work History

Campus Security **A+ Academy – Dallas Texas** **2006 – 2008**

- Patrol of campus during and after regular school hours
- Secure all buildings and gates
- Protect students, staff and property

Floor Manager **Edwards Theatres - San Marcos, CA** **2000 – 2004**

- In charge of the floor staff including scheduling, training, assignments of daily tasks including cleaning of the interior and exterior of the theatre building
- Ordered all janitorial supplies for the ushers and contracted janitorial service
- Placement and control of waiting lines for new releases
- Enforced the adherence to all company rules and regulations
- Guest service and problem solving on a daily basis

Owner/Operator **JMR Services- San Diego, CA** **1999 – 2000**

- Owner, Janitorial service for a private condo complex
- Cleaning and daily up-keep of the property

Caregiver **Sharon Fuller - San Diego, CA** **1997 – 2000**

- Caregiver for parent, doing tasks and errands that she could not do

Security **Four Star Private Patrol - San Diego, CA** **1994 – 1997**

- Private patrol officer preventing crimes against resident's and owners property in apartment settings
- Performing arrests when needed, court appearances when needed