

1250
7AM - 3PM

KHARI Y. MAYO

2756 MLK JR. WAY Oakland, CA 94612
Phone: (415) 240-2035 • Email: khari.mayo@yahoo.com

Objective: Security, Hotel Reception, or Customer Service position with advancement potential

SUMMARY OF QUALIFICATIONS

Nearly 10 years of Professional Security experience: Was responsible for Access Control, Patrols, and Loss Prevention in a hospital, retail buildings, and office buildings.

Strong people skills developed in Customer Service (10 years) & Supervision (2 years): Outgoing, cooperative, helpful, respectful, honest, and experienced in directing people.

1 year of experience as an Iron Worker: Operated torch and electric welders.

Certified Bartender: Trained in Customer Service and Drink Mixing for all popular drinks.

Very responsible & motivated by pride in quality work: On time, flexible in scheduling, trustworthy, safety conscious, strict with regulations, and willing to do more than needed.

RELEVANT EXPERIENCE

Security Services

Greeted building employees and tenants, and provided escorts as needed.
Checked ID as needed, and signed in and directed visitors.
Guarded and patrolled several buildings, including a hospital, retail establishments, parking areas, and office buildings.
Checked room lights, appliances, alarms, and locks.
Recorded daily reports of rounds and incidents in log books.

Supervision

Trained new employees in security protocols and customer service.
Assigned breaks to employees, and covered shifts with other guards as needed.
Made sure security guards turned in equipment and accurate timesheets at the end of each shift.

RECENT WORK

Lobby Receptionist / Security Guard , John Stewart Co., San Francisco, CA	7/07 – 7/08
Lobby Receptionist / Security Guard , Dish, San Francisco, CA	2/05 – 7/07
Union Iron Worker , Local 377, San Francisco, CA	1/02 – 2/05
Security Guard , Global Security, South San Francisco, CA	4/02 – 12/03
Security Guard , Healthcare Security, Oakland, CA	1/98 – 8/00

EDUCATION / TRAINING

Bartending Certificate, San Francisco School of Bartending, San Francisco, CA
Continuing Education classes, Grambling State University, San Jose, CA, 1995 – 1996
Continuing Education classes, City College of San Francisco, San Francisco, CA, 1991 – 1992
Diploma, Berkeley High School, Berkeley, CA