

1250  
7am-3pm

**KHARI Y. MAYO**

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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**

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