

DARA BEY

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OBJECTIVE:

Security Guard—Manager Retail Associate

HIGHLIGHTS:

Public Safety and Security -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

SALES ASSOCIATE MANAGER

- Greet customers and ascertain what each customer wants or needs.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain records related to sales.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Ticket, arrange and display merchandise to promote sales.
- Prepare sales slips or sales contracts.
- Place special orders or call other stores to find desired items.
- Demonstrate use or operation of merchandise.
- Clean shelves, counters, and tables.
- Exchange merchandise for customers and accept returns.
- Bag or package purchases, and wrap gifts.
- Help customers try on or fit merchandise.
- Inventory stock and requisition new stock.
- Prepare merchandise for purchase or rental.
- Sell or arrange for delivery, insurance, financing, or service contracts for merchandise.

SECURITY GUARD

- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Drive and guard armored vehicle to transport money and valuables to prevent theft and ensure safe delivery.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

EMPLOYMENT HISTORY:

2008 – 2011	Security Officer, Star Protection Agency, Oakland, CA
2004 – 2011	Front Line Cashier, Levy Restaurants, Oakland, CA
2000 – 2011	Food Service Manager, Aramark Coliseum, Oakland, CA
2000 – 2003	Administration/Security Officer, Y.B.M.B. Security Co., Oakland, CA

EDUCATION & TRAINING:

Security Guard – Bureau of Security and Investigative Services, Oakland, CA

2009