

Jacqueline Shepard

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Objective: A hospitality position.

Qualifications:

- Highest Grade completed: 12th grade diploma
- Valid Guard Card
- 13 years Security Experience
- Excellent Customer Service Skills
- 5 years janitorial experience
- Ability to work with diverse populations
- Ability to work independently or as part of a team
- Excellent Work Ethics

Work History:

2008 to 2013

Tenderloin Housing Clinic
Janitorial

San Francisco, CA

- Provided janitorial services at several hotels
- Mopped, waxed floors, washed walls, cleaned bathrooms and stocked supplies
- Provided administrative support for human resources

2004 to 2008

Cypress Security
Security Officer

San Francisco, CA

- Secured interior and exterior perimeters at Human Service Agency
- Assured safety of employees and customers
- Worked in conjunction with San Francisco Police Department
- Completed daily activity reports

2000 to 2004

Black Bear Security
Security Officer

San Francisco, CA

- Secured interior and exterior perimeters at Human Service Agency
- Assured safety of employees and customers
- Worked in conjunction with San Francisco Police Department
- Completed daily activity reports

1997 to 2000

Burn's Security
Security Officer

San Francisco, CA

- Provided security services at various locations in San Francisco's Business District
- Performed interior and exterior patrols
- Assured safety of employees and customers
- Prepared daily activity reports