

Tamara L Coleman
6640 Sepulveda Blvd
Van Nuys California 91411

*Cashier
Concession*

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Objective

To obtain the skills and knowledge need to become successful in the work force.

Skills

- 45words per minutes
- Conflict resolution skills
- Over 6 years of customer services exp
- Excellence communication skills
- Team player
- Excellent listen abilities
- Word, Power Point
- CPR certified
- First Aid certified

Education

Westwood College, Los Angeles, CA

May 2014

Pursuing Bachelor of Science: Criminal Justice

Work Experience

Allied Barton - Security Guard -Woodland Hills California

July 2010 – June 2015

- Monitored safety standards and reporting hazards
- Requiring employees to show their badges when entering the property
- Monitored cameras

G4S Security – Security Guard -Simi Valley California

January 2012 – Present

- Contact employees or customer clients and or manger
- Greeted customers and or employees when they enter the building
- Patrol interior and exterior of the building

Andrew International – Security Guard

December 2012 – Present

- Observes and reports activities and incidents at an assigned area
- Patrols assigned site on foot checks for unsafe conditions
- Assess control assigned area checking for badges

CVS Pharmacy – Cashier - Van Nuys California

August 2007 – April 2008

- Processed credit or debit card transaction and validating checks.
- Issued receipts, refunds, credits, or change due to customer
- Effectively resolved customer complaints

Mc Donald's – Cashier - North Hills California

January 2005 – August 2007

- Handled food to customers and handling payments
- Taken customers' orders in a timely manner
- Restock condiments and dry products