

# Britane Kirkwood

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## Professional Summary

Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

## Skills

- Reading Comprehension
- Quality Control Analysis
- Monitoring
- Speaking
- Time Management
- Judgment and Decision Making
- Active Listening
- Complex Problem Solving
- Critical Thinking

## Experience

### Security guard

Mar 2017-Jan 2018

Sterling Protective Services Inc

Richardson, TX

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.

### Security guard

Mar 2017-Oct 2017

Reynolds Protection

Dallas, TX

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- 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.

### Assembler

Nov 2016-Jun 2017

Stride Staffing

Dallas, TX

- Inspect, test, and adjust completed units to ensure that units meet

specifications, tolerances, and customer order requirements.

- Assemble parts or units, and position, align, and fasten units to assemblies, subassemblies, or frames, using hand tools and power tools.
- Position, align, and adjust parts for proper fit and assembly.
- Connect cables, tubes, and wiring, according to specifications.

**Quality control**

**Jan 2016-Oct 2016**

Luxor Staffing

Garland, TX

- Collect and analyze production samples to evaluate quality.
- Analyze quality control test results and provide feedback and interpretation to production management or staff.

**Home health care aide**

**Feb 2015-May 2016**

Sterling Care Home Health Agency

Dallas, TX

- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.
- Check patients' pulse, temperature, and respiration.
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.
- Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.
- Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.

**Education**

**High School Diploma**

**May 2006**

Whitehaven High School

Memphis, TN