

**Jonathan Williams
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OBJECTIVE: Looking to obtain employment with a company that will allow me to grow and utilize my existing skills.

SUMMARY OF QUALIFICATIONS

**Excellent verbal communication
Customer Oriented
Quick Learner
Dependable
Observant and attentive**

**Positive attitude
Hard worker
Friendly
Passionate
Proficient**

SKILLS

Efficient at security, front desk and all kitchen work.
Professional with two years experienced in security and front desk.
Skilled in incident response and safety compliance.

EXPERIENCE

**Delancey Street Foundation
Security Guard 2016 - 2018**
Continuously patrolled the foundations
Responded to request for assistance
Checked passes and credentials
Constant monitoring of the premises and grounds
Secured entrances and checked for break-ins
Reviewed recordings to check for offenses

Delancey Street Foundation
Front Desk 2016 – 2018
Monitored calls
Redirected incoming calls to correct extensions
Took messages
Scheduling
Receiving and filing incoming mail
Greeting guests
Setting up interviews

EDUCATION

Illinois Valley High School 1997 Diploma
Cave Junction, Oregon