

## LYNDON D. STAFFORD

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### PROFESSIONAL PROFILE

- **Management:** Daily operations supervision, staff evaluations and training programs, scheduling, policies and procedures development, leadership and delegation
- **Customer Service:** Polite and courteous demeanor, ability to act with urgency in an emergency situation, effective listening skills, excellent verbal and written organizational and communication skills
- **Security:** Knowledge of securing a facility or a premise, knowledge of using firearms and other security equipment, excellent judgment with a solid ability to detect imminent threats supervised modest security staffs comprised of 4-5 officers, patrolled property to protect against fire, theft, vandalism and illegal entry, skilled in electronic security and surveillance devices, alarms and unusual behavior

### SKILLS

- **C-Cure Security Management Systems-** Scalable security management solution encompassing complete access control and advanced event monitoring
- **Visitor Management Systems-** Software for implementing an automated visitor management system to process visitors and associates.
- **CPR-** CPR and First Aid certification. Expiration 2020

### RELEVANT WORK EXPERIENCE

#### **BANK OF AMERICA**

CUSTOM PROTECTION OFFICER VIA G4S SECURITY | ATLANTA, GA | 2018-PRESENT

- Ensure compliance of applicable policies and regulations while implementing security measures.
- Provide a visual presence to ensure the employees and visitors have a safe and pleasant experience.
- Investigate and prepare reports on accidents, incidents, and suspicious activities.

#### **THE COCA-COLA COMPANY**

TRAINING OFFICER VIA U.S. SECURITY ASSOCIATES | ATLANTA, GA | 2001-2018

- Trained new security officers on policies and procedures.
- Protected the employees of the company by observing the associates and guests entering and exiting the building
- Screened guests with the use of metal detector equipment
- Certified First Responder
- Responded to emergency situations, and created appropriate incident reports
- Ensured compliance of applicable policies and regulations while implementing security measures.

#### **ATLANTA BRAVES**

GAME STAFF SECURITY OFFICER | ATLANTA, GA | 2008-2010

- Monitored security at perimeter gates, VIP Club, guest and parking lots

#### **ROCKPORT SHOE STORE**

ASSISTANT MANAGER | ATLANTA, GA | 1999-2001

- Assisted with retail staffing of sales representatives, including training and motivation toward competent, results-driven producers
- Monitored inventory, including ordering and merchandise inspection, including designing window and store displays
- Facilitated staff meetings and interfaced with senior management teams on store sale and staffing

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## **RELEVANT WORK EXPERIENCE**

### **IPC INTERNATIONAL**

SHIFT SUPERVISOR | ATLANTA, GA | 1998-2000

- Supervised modest security staffs comprised of 4-5 officers
- Patrolled property to protect against fire, theft, vandalism and illegal entry
- Monitored electronic security and surveillance devices and investigated alarms and unusual behavior
- Maintained radio contact with guards patrolling on foot and in motor vehicles

### **NEW YORK CITY HOUSING AUTHORITY**

SUPERVISOR, HOUSING CARETAKERS | NEW YORK, NY | 1986-1998

- Supervised 19 building caretakers, supporting 19 building's maintenance requirements
- Supervised grounds staff of 14 team members
- Responsible for inventory control and procurement of supplies
- Performed building inspections and specialized maintenance projects

## **EDUCATION**

SUFFOLK COMMUNITY COLLEGE-BRENTWOOD NEW YORK-  
LIBERAL ARTS AND PSYCHOLOGY

NEW YORK INSTITUTE-NEW YORK, NEW YORK  
GENERAL STUDIES

MCI- ALPHARETTA, GEORGIA  
SALES TRAINING

Name \_\_\_\_\_

Servers Test

Score / 35

Multiple Choice

- 1) A Food is served on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- 2) A Drinks are served on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- 3) D Food and drinks are removed on what side with what hand?
  - a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- 4) A What part of a glass should you handle at all times?
  - a) The stem
  - b) The widest part of the glass
  - c) The top
- 5) D When you are setting a dining room how should you set up your tablecloths?
  - a) Neatly and evenly across the tables
  - b) The creases should all be going in the same directions
  - c) The chairs should be centered and gently touching the table cloth
  - d) All of the above
- 6) D If you bring the wrong entrée to a guest what should you do?
  - a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
  - c) Try to convince the guests to eat what you brought them
  - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chafing Dish    | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>C</u> Russian Service | <u>E</u> large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G</u> Style of dining in which the courses come out one at a time  |

**Please Read Carefully, Initial Each Paragraph and Sign Below**

LL I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

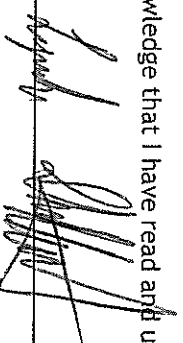
LL I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

LL I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

LL I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

LL Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature  Date 1-10-2020