

Brooklynn Harris

Support Agent with a specialty in Security Services

Skills

Los Angeles, CA 90057
brooklynnharris17@yahoo.com

I am a flexible, motivated, and hard working support agent with 3 years experience working both front line and back of house. I am also well trained to observe situations to prevent company losses.

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- Time Management
 - Attentive to details
 - Customer Service
 - Team player
 - Hospitality
 - Security
 - Food Service and Preparation

Experience

Securitas / Security Receptionist (worked shifts in alignment with Allied shifts)

JAN 2022 - JUL 2022, Los Angeles, CA

- Responsible for inspecting bags and packages, monitoring visitor activity, and ensuring premises are secure at Fox Networks.

Allied Universal / Security Guard

AUG 2021 - MAY 2022, Los Angeles, CA

- Patrolled facility and grounds to conduct security checks for Las Palmas movie studio.

Milestone Technologies / COVID -19 Health Screener

MAY 2021 - DEC 2021, Los Angeles, CA

- Ensured an efficient and effective process for welcoming and screening all patients and visitors who entered facilities.
- Tracked and submitted data based on the number of patients and visitors.

Kent Security Services / Front Desk Security

MAR 2021 - JUN 2021, Los Angeles, CA

- Responsible for logging visitors, checking in residents, and inbound calls..
- Monitored luxury apartment premises via surveillance and by foot patrols.

VXI Global Solutions (AT&T) / Customer Support Representative

FEB 2020 to MAR 2021

- Handled inbound billing inquiries, errors, service change requests and basic tech support.
- Assisted with 45+ calls daily (sales, service requests, and retention).

Education

Glendale Community College / A.A in Business

AUG 2021 -CURRENT, Glendale, CA

Ramon C. Cortines School of Visual and Performing Arts / HS Diploma

AUG 2016 - JUN 2020, Los Angeles, CA

Certificates

BLS Certification for Healthcare Providers

APR 2021 to Present

Food Handler

APR 2022 to Present

Guard Card

MAR 2021 to Present

AHA Certification

APR 2022 to Present