

Rebecca ksenia Carver

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EXPERIENCE

Company, Location — Job Title

Westminster MD English American tailoring Company

Duties- sew labels on suits

2017

Company, Location — Job Title

Westminster MD Random House

Duties - Come in at 7:30 am worked in shipping and receiving packing books for the deliveries making sure the customers address on the shipping order was correct make sure the customers order was all there and correct before shipping. 2012-2013

Reason for leaving: found a better job opportunity that worked better for my school schedule.

Company, Location — Job Title

Hampstead MD Green Mount Station

Duties - Prepper , Came in at 8am prepped food for lunch and dinner making sure the cooks had enough food to make their customers orders after I was done prepping all the food for the day, I dated everything I made for that day so we all knew what was old and what was fresh. Sanitized all the cutting boards, counters and all the utensils I used making sure my prep station was clean for anyone who needed to use it next or the following day. 2013-2016

Company, Location -Job Title

Owings Mills MD

Allied Barton Security for Care First

Duties: come in at 0700 properly dressed in clean

SKILLS

CPR

AWARDS

2

Security Officer of the month

uniform. I most of the time worked front desk, checking in and out customers. Made sure that any customer that walked in had a proper ID if no ID and had an appointment they were signed in and given a temporary ID. Part of my job was to speak to all customers that walked in making sure I answered all their questions making sure they were directed or escorted where they had to go for the day. Every two hours my partner or I would go on a tour through the building while the other stayed at the front desk watching the cameras and signing people in and out making sure no one comes in the building when not supposed to be or even trespassing. A guard is to always stay at the front desk is to never leave the front desk. Before touring the building I made sure I had all the keys to any door that was unlocked and wrote what keys I had down in my log book, what time I left for the tour and what number of keys I had making sure who ever came to the front desk for any keys they knew who had them at that point and time. When making a tour of the building we were to look for unlocked doors. Most doors are to be locked for security purposes important documents etc. continuing through the walk through of tour we had to make sure all of the walkie-talkies were working properly, batteries successfully charging, Fire extinguishers were in the correct spot and was still in great use in case of a fire. After the tour was completed I was to go back to the front desk and write down in my daily logbook anything that has changed or stayed the same. Through Allied Barton security company I took a CPR class and successfully passed. Reason for leaving- two major foot surgeries on my left foot and was out for six months to heal.

EDUCATION

School Name, Location — Degree

Carver High School
Graduated in 2011
High school Diploma

School Name, Location — Degree

CCC(Carroll County Collage) 2012-2014

Thank You for taking the time to read this!
References available upon request

