

# Amelia Pittman

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Authorized to work in the US for any employer

## Work Experience

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### **Loss Prevention Officer**

Hamrick's Clothing Store - Gaffney, SC  
March 2023 to Present

Identifies, recommends, and implements systems to minimize loss of merchandise, money, or company assets. Audits and investigates sources of known losses. Monitors inventory to identify theft or shortages. Investigates suspicious customer and/or employee activity. Monitors CCTV cameras for suspicious activity.

### **Security Officer**

Weiser Security Services - Bessemer City, NC  
May 2022 to December 2022

Operate company vehicle to perform patrols. Monitor CCTV cameras. Operate desktop computer to monitor gate activity and company emails. Screen and sign in all visitors and contractors. Escort certain contractors. Perform foot patrols.

### **Call Center Agent**

iQor - Remote  
January 2022 to April 2022

Provide satisfactory customer service. Receive incoming customer calls. Data entry. Transfer customers to appropriate lines.

### **Delivery Driver**

Papa John's - Shelby, NC  
December 2021 to January 2022

- Make deliveries for Papa John's.
- Operate GPS on Android phone for accurate routing.
- Handle merchandise
- Manage invoices.
- Communicate customer complaints to managers.
- Complete all necessary paper work, including confidential logs.

### **Administrative Assistant**

Classic Ford Lincoln of Shelby - Shelby, NC  
March 2021 to October 2021

Collision Center administration. Assist in writing estimates for customers. Assess damage to vehicles and properly determine the labor required. Open and close tickets, document invoices, order parts, and

communicate with accounting and parts managers when needed. Communicate with customers, and insurance companies. Direct phone calls.

### **Security Officer - Night shift**

Allied Universal Security Services, Systems and Solutions - Bessemer City, NC  
August 2020 to March 2021

Operate company vehicle to perform patrols. Monitor CCTV cameras. Operate desktop computer to monitor gate activity and company emails. Perform COVID-19 screenings.

### **Lead Security Guard**

Allied Universal Security Services, Systems and Solutions - Spartanburg, SC  
October 2019 to July 2020

Managing work schedule for all on site guards. Maintaining a good image with the client and relaying client's concerns and requests to a district manager. Keeping all paperwork in order. Patrolling site, monitoring cameras, checking guests and employees for contraband or stolen company property, checking temperatures and infection risks of guests and employees.

### **Forklift Operator**

Walmart Distribution - Shelby, NC  
June 2019 to October 2019

Operate Crown RR model forklift. Move freight through warehouse and place freight up to 25 feet high.

### **Security Officer (Full-time)**

Allied Universal Security Services, Systems and Solutions - Gaffney, SC  
July 2018 to June 2019

#### **Responsibilities**

Maintain clean work environment, monitor cameras, sign in all visitors, patrol grounds, receive calls and assist callers by either forwarding them or providing information asked. Monitoring and cycling CO2 canisters.

### **Security Officer**

Defender Services Inc - Gastonia, NC  
October 2015 to January 2018

#### **Responsibilities**

Maintain clean work environment, monitor cameras, sign in all visitors, patrol grounds, receive calls and assist callers by either forwarding them or providing information asked.

#### **Skills Used**

Use of a Microsoft computer.

### **Cashier**

Wendy's - Blacksburg, SC  
May 2015 to October 2015

#### **Responsibilities**

Food preparation, operate cash register, assist customers, clean dining room.

#### **Skills Used**

Use of cash register

## Education

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### **High school diploma**

## Skills

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- Microsoft Office (5 years)
- Cash Handling (4 years)
- Excel (5 years)
- Patrol
- Security
- Organizational Skills
- Word
- Forklift Operator (Less than 1 year)
- Forklift
- Warehouse
- Surveillance
- CCTV
- Freight Experience
- Materials Handling
- Loss Prevention
- Pallet Jack
- Load & Unload
- Order Picking
- Packaging
- Typing
- RF Scanner
- Microsoft Excel
- Microsoft Word
- Customer service
- Microsoft Outlook
- Shipping & Receiving
- Data entry
- iOS
- Android
- Auto Estimating
- Inventory Control
- Manufacturing
- Communication skills

## Certifications and Licenses

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**Class D Security License**

**Certified Forklift Operator**

**Driver's License**

**Guard Card**

## Assessments

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### **Sales skills — Highly Proficient**

March 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

### **Administrative assistant/receptionist — Highly Proficient**

December 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Work style: Reliability — Highly Proficient**

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

### **Security guard skills — Proficient**

December 2021

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

### **Delivery driver — Expert**

December 2021

Interpreting instructions or signs and solving problems

Full results: [Expert](#)

### **Administrative assistant/receptionist — Highly Proficient**

December 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Groups

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### **national technical honors society**

May 2013 to Present

NTHS celebrates the accomplishments of today's career and technical education students, empowering them to know the value and impact of their career paths and trades.