

# Kiara Reed

## **Security Officer - Securitas Security Services USA**

Philadelphia, PA 19120

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215.531.0957

College graduate with a degree in business communications with the experience in promoting brands and marketing products to businesses and consumers. Proven academic and curricular achievements and possesses right marketing skills to propel the organization in achieving their goals and objectives.

## Work Experience

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### **Security Officer**

Securitas Security Services USA - Conshohocken, PA

September 2016 to January 2017

- Observes and reports activities and incidents at assigned locations.
- Makes periodic patrols and the facility

### **Assistant/Event Coordinator**

Pink Children's Spa & Connection Church - Media, PA

June 2016 to October 2016

- Administering daily office duties
- Reaching out to potential business partners
- Assisting with social media uploads
- Marketing strategies
- Planning of events, ie: birthday parties, vending social

### **Call Representative**

J. Knipper & Co Inc - Lawrenceville, NJ

January 2016 to March 2016

Conducted 60 to 120 outbound calls per day to offer pharmaceuticals to hospitals while providing substantial customer service and building customer relationships

### **Recruiting Representative**

AIL Torchmark

June 2015 to November 2015

Worked with management to contact potential employee candidates via phone and to interview the candidates to come into the office for a face-to-face interviews

## Education

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### **Bachelor of Science in Business Communication**

STEVENS UNIVERSITY

December 2014

## Skills

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EXCEL, ILLUSTRATION, ILLUSTRATOR, INDESIGN, MICROSOFT OFFICE

## Additional Information

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### COMPUTER SKILLS

Microsoft Office Suite ~ Outlook ~ Excel ~ Powerpoint ~ Windows

Adobe Cs6 ~ Photoshop ~ Illustrator ~ InDesign

Salesforce

Social Media Platforms